

## **LIBRARY MEETING ROOMS POLICY**

1. Library sponsored activities are given priority in scheduling use of the rooms at all times. The Library reserves the right to revise any schedule of meetings. The Library may preempt established reservations upon reasonable notifications to the group(s) involved.
2. The public meeting rooms are available for public gatherings of a civic, cultural, or educational character. All meetings must be open to the public.
3. Meeting rooms may be reserved by commercial entities for training or similar events up to three hours in length at a cost of \$25. Meeting rooms are not available for private social events.
4. No admission fee may be charged, products or services sold, funds solicited for “cost-recovery” or donations accepted unless for the Quincy Public Library or Mary Weems Barton/Quincy Public Library Foundation.
5. The name, address, or telephone number of the Quincy Public Library must not be used as the official address or headquarters of an organization.
6. Publicity for a meeting by a non-library group should not be worded in a manner that would imply library sponsorship of the group's activities. A statement must be included as follows: This program is not sponsored or endorsed by the Quincy Public Library.
7. No more than 200 people shall use the large meeting room at one time. No more than 50 people may use the small conference room at one time. No more than 8 people may use a study room at one time.
8. Reservations for rooms may be requested online or may be arranged in person during posted Library hours or by calling Administration Monday through Friday, 10:00 a.m. to 5:00 p.m. Reservations for conference and meeting rooms should be made at least one week prior to the event to allow time for approval and notification. Reservations are not guaranteed unless confirmation from the Library has been received. Reservations may not be made more than six months in advance without prior approval.
9. Meetings held by outside users must be scheduled within established library service hours. The group will end the meeting or program at least 15 minutes prior to the scheduled closing of the Library.
10. Physical arrangements of the room, equipment, and seating must be planned at the time of the room reservation. Requested Library-owned equipment will be set up by Library staff only. The room and its contents must be used with care and left in an orderly fashion. The individual or group may be liable for any damages.

11. Any group or individual wishing to reserve a room on a repeating basis must make specific arrangements with Library Administration. No group may reserve a conference or meeting room for more than three events per month up to three hours in length, without approval from the Library Director.
12. Study rooms are available for use by individuals or small groups for study, discussion, tutoring, or wireless computer use. General meeting room policies also apply to the study rooms, except that paid tutors with students may be allowed to use the rooms.
13. Study rooms may be reserved no more than once per week up to three hours in length, and no more than one month in advance. Study rooms may also be used on a walk-in basis if they are available, by request at the Check Out or Ask Here Desks. Rooms may be given to someone else if not claimed within 15 minutes of the reservation time. Total use of a room may not exceed three hours per day.
14. No group may reassign its use of a meeting room to any other party.
15. Any individual or group that reserves the conference or meeting room but cannot use it must notify the Library at least 24 hours prior to the scheduled use. Failure to comply with this rule two times within six months will result in loss of meeting room privileges for one year.
16. A reasonable ratio of adults to minors as determined by library staff on duty must be present in the room at all times if the meeting or program involves minors.
17. Use of alcohol, and use of illegal controlled substances are not permitted on Library property at any time.
18. Smoking is not permitted in the Library or within 15 feet of any entrance.
19. Snacks and covered beverages may be taken into meeting rooms but must be removed and cleaned up before leaving the area. The individual or group may be liable for any damages or excessive cleaning.
20. Groups using library facilities must comply with the Americans with Disabilities Act and must be responsible for providing qualified interpreters or auxiliary aids upon request.
21. At all times, the meeting rooms shall be used in a manner consistent with the rights of other patrons. Groups whose meetings unreasonably disturb or interfere with the use of the library by other patrons or who cause damage to library property may be requested to end their meeting ahead of schedule, to leave the premises immediately, and future

reservations may be denied.

22. Persons reserving meeting rooms must acknowledge receipt and acceptance of meeting room policies before reservations are approved.

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Quincy Public Library Board of Trustees