

Osterville Village Library Room Policy

Approved April 3, 2012

The Board of Library Trustees of the Osterville Village Library makes available the Historical Room, Small Meeting Room and the Main Meeting Room of the Library to support library programs and functions and for the use of organizations engaged in educational, cultural, intellectual, civic or charitable activities. A library program will take place over room use for other organizations.

Available Rooms

Historical Room – Occupancy 15

Small Meeting Room – Occupancy 20

Main Meeting Room – Occupancy seated 100, with tables 65

Priority:

Priority for the use of library meeting rooms will be given in the following order:

1. Library sponsored meetings and programs
2. Meetings and programs sponsored by groups and organizations affiliated with the library.
3. Osterville Village departments, boards, commissions and elected bodies
4. Neighborhood and community-based groups and organizations from village.
5. Other groups serving the needs of the community

The library provides meeting areas on an equitable basis, regardless of the beliefs or affiliations of groups requesting their use.

No smoking allowed in the library or on porch areas.

Hours of Availability:

- All meeting rooms are available during regularly scheduled library hours, and after hours at the discretion of the Library. All meetings must end 15 minutes prior to Library closing.

- Meetings held after hours must include a Library Board or paid Staff member to be present during the program and to secure the library.

Usage Requirements:

- Permission to use a Library meeting room does not constitute or imply Library endorsement for the activities or views, expressed or implied.
- Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.
- A limited series of daily or weekly meetings may be scheduled at the discretion of the Director.
- The Director has discretion to move meetings from one space to another within the Library as needed to accommodate other groups.
- Set up of furniture and audio-visual equipment is the responsibility of the group hosting the meeting, not Library personnel.
- All organizations or groups shall indemnify, defend and hold harmless the Osterville Village Library, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting rooms.

Meeting Room Regulations:

- All food and beverages must be confined to the adjoining kitchenette. (Special permission for main level kitchen may be obtained). The Library does not provide plates, utensils, etc. Groups may bring in their own food or use our list of preferred vendors and caterers.
- Groups are responsible for cleaning equipment and kitchen spaces after use. Trash should be cleaned up and placed in the appropriate container.

- Smoking is prohibited in and on the porch areas of the Library.
- Prior approval must be obtained from the Board of Trustees to serve alcohol at any function.
- Posting or mounting materials on walls, doors or equipment is prohibited. (A picture rail is available in the large meeting room).
- Decorations must be approved by the Library prior to installations.
- Decorations and other materials, if authorized, are not permitted on the walls. All materials must be completely removed after use.
- Exits must be clear at all times.
- Groups are responsible for paying for the replacement or repair, at the library's discretion, of lost, stolen or damaged equipment and furnishings.
- Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
- Attendance at meetings must be limited to the seating capacity specified for each meeting room.
- An appropriate number of adult supervisors must accompany groups of teens and children.
- No candles or open flames allowed.
- Meetings or programs which, in the sole judgment of the Library Director, would interfere with the functions of the library or of patrons using the library will not be permitted. Meetings or programs which are approved but which prove disruptive to library operations shall immediately cease the disruptive operations upon notification to do so by library staff.
- The Library is not responsible for lost or damaged goods or materials used in an exhibit or program.
- Reservations for meeting rooms should be placed 1 month in advance for smaller meeting rooms and 3 months in advance for the large meeting room. Based on demand, reservations may be subject to time, place, and manner restrictions.
- Reservations are not automatically renewable.

- Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date, so it can be available for other groups.
- Misrepresentation of the use of the room or failure to abide by the policies of the Library will be cause for denial of further use of the meeting rooms.
- All groups must exercise prudent precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The Library may require a damage deposit from individuals or organizations. Damage fees may also be assessed following meeting use.
- Number of attendees are subject to room occupancy requirements
- Library application must be completed, signed and submitted for final approval.

Fee Structure:

Historical Room \$25.00 for 2 hours

Small Meeting Room \$50.00 for 2 hours

Main Meeting Room

Business meetings, seminars and training: \$75 for first hour,
\$50.00 each additional hour.

Use of main meeting room less than one hour, please inquire

Parties and Weddings in Main meeting room \$500.00 for 3 hours.

\$250.00 deposit must be paid in advanced.

Refund is issued, if cancelled more than 24 hours advance notice of the event.

First floor kitchen \$50.00 deposit, small \$25.00 deposit – refundable depending on the condition the room was left in.

Equipment Needed:

Screen ____

TV ____

Projector ____

White Board ____

Microphone ____

Set up Chairs ____

Set up Tables ____

Set up Tables & Chairs ____

Other:

MEETING ROOM REGISTRATION APPLICATION

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PLEASE PRINT: Meeting Information

Title:
Description:
Time (include beginning and ending times):
Date of Meeting Expected number of attendees
Alternate Date (s)

Name of organization making request:

Contact	Title
Address	Telephone
E-Mail	Fax #

Other Organizations affiliated with this request, if any

I have read the Meeting Room Policy and have made a request to the Osterville Library based on the full understanding and acceptance of this policy. If this request is approved, I will assume personal responsibility for the discipline and reasonable care of the facilities and equipment therein during my organization's use of the space in connection with this application.

Signature: _____ Date: _____

Approved/denied: _____ Date: _____