

POLICY AND REGULATIONS FOR USE OF MEETING ROOM

The Board of Library Trustees of the Seekonk Public Library welcomes the use of the Library's Meeting Room by community groups, organizations and individuals for civic, cultural and educational activities of a nonprofit nature. The Board of Library Trustees has adopted the following regulations.

1. Reservations for the use of the meeting room must be made by an individual who resides in the Town of Seekonk or by an accredited representative of an organization, and only for those purposes that in the judgment of the Board of Trustees are compatible with the mission of the library. The Board of Library Trustees may accept, reject or rescind any or all applications without reason given.
2. The Board of Library Trustees reserves the right to waive the requirements of this policy if such a waiver is determined to be compatible with the mission of the library. The Director of the library shall be authorized to act on behalf of the trustees in the enforcement or waiver of provisions of this policy and shall report to the Library Board of Trustees relative to any such enforcement or waiver at the next regularly scheduled meeting of the board.
3. Reservations must be made on the library's application form and submitted to the library director. First-time applicants must be approved at a meeting of the Board of Library Trustees, which is scheduled to meet on the third Wednesday of each month. The library director must approve all other applications. Priorities for booking are 1) Seekonk Public Library; 2) Seekonk Town Government; 3) Not for Profit groups serving Seekonk; 4) Profit making organizations, for a fee.
4. The meeting room is available free of charge during regular library hours so long as the room is vacated by closing time (including the time for cleanup). The library staff will notify the organization 15 minutes before closing to insure this condition is met. An organization holding the meeting after library hours will be responsible for payment of a supervisory closing fee of \$50 payable to the Town of Seekonk with the application and is refundable if the meeting is canceled. No extensions can be made the night of the meeting. The meeting room must be cleared by 10:30 p.m.
5. No admission fee may be charged nor any money collected by the group, except with the permission of the Board of Library Trustees.
6. All meetings must be open to the public.
7. Smoking and alcoholic beverages are prohibited in the library. Light refreshments may be served.
8. Groups holding meetings must assume responsibility for any loss or damage to library property and must leave the facility in order. Set-up of chairs and tables is the responsibility of the organization. All chairs and tables must be returned to their carts. Groups must remove all trash from the building. The library is not responsible for anything left in the library.
9. Reservations must be made in advance for the use of library audiovisual and videotaping equipment. A qualified person must operate the equipment.

9. All announcements concerning a meeting should include a telephone number (other than the library number) to handle questions.
10. The library will not be used as a mailing address for any non-library affiliated group or organization.
11. The library may close in the event of inclement weather or an impending storm. Organizations planning to use the room in this event must call the library to ascertain if the library will remain open.
12. Conduct that disturbs library use or any infringement of the rules of the library, will be considered a justifiable cause to have the organization or individual immediately vacate the Seekonk Public Library.
13. The individual or organization making the reservation shall indemnify and hold harmless the Seekonk Public Library, the Town of Seekonk, its agents and representatives from any and all suits, action, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of using the meeting room, its furnishings or its equipment.
14. The individual or organization making the reservation shall agree to assume financial obligation for all costs related to providing additional security and public safety measures that in the judgment of the Board of Library Trustees are required to protect library property and individuals at the library, and to ensure free access to and use of library facilities and services by the general public.

NOTE: Use of the meeting room by any group in no way constitutes endorsement of that group's policies or activities by the library.

Adopted 1981, Revised July 1989, February 1991, February 1993, May 1994, February 1997, December 2001, November 2003, May 2009