



Meeting Room Policy

The Stevens Memorial Library has three rooms available for public use as a meeting room. The descriptions below detail the room particulars, potential seating configurations for the room, and what additional amenities are available.

AVAILABLE ROOMS

The Malcolm Stewart Community Room

Accommodates larger groups of up to 50. Room measures 34' x 23'.

Amenities: kitchenette, whiteboard, up to 13 folding tables and chairs.

Room is accessible by elevator.

The Story Time Room

Accommodates groups of up to 20. Room measures 18' x 18".*

Seating available on a carpeted floor.

Amenities: one two-person couch, two comfortable seating chairs, and carpeted floor.

Room is accessible by elevator

*This room has open walls.

The Preservation Room

Accommodates groups of up to 25. Room measures 34' x 33'.*

Amenities: tables and chairs.

Room is accessible by elevator.

* While the footprint of the Preservation Room is larger, the ceiling is lower and not all the room is available for seating.

Additional technology is available for meeting rooms upon request. If you would like to request a laptop, projector and screen, and/or a public address system (PA), please indicate these needs on the room request form.

Not sure what room best fits your needs? Please talk with a Library team member.

When meeting rooms are not being used for Library programs, the Library encourages the use of meeting rooms by organizations for educational, cultural, recreational, or charitable activities during Library operational hours. The Stevens Memorial Library offers meeting space at no charge. All meetings and programs held in Library rooms must be free and open to the public. Outside groups are not allowed to use Library meeting spaces to solicit donations or to sell or promote items or services. Nonprofit groups that include fundraising as part of their regular business meeting may do so provided the fundraising is not the primary purpose of the meeting and fundraising is not mentioned in the publicity for the meeting.

The Library does not advocate or endorse the viewpoints of meetings or meeting room users, but makes every effort to make space available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Meeting rooms are scheduled according to the following priorities: Library-related meetings or programs; municipal meetings; outside organizations. Library staff will contact room users if the Library closes and a program is cancelled.

GUIDELINES

Failure to follow any of these guidelines may result in a loss of room booking privileges.

1. All requests to use a meeting room must be made by an adult who will be personally responsible for the conduct of the meeting, adherence to Library policies and etiquette, payment of any fees or charges, and restitution for any damaged or lost Library property. Requests for use of Library audiovisual or other technology equipment can be made at the time of booking on the room request form.
2. All groups are required to fill out a written application. Failure to notify the Library of cancellations may result in forfeiture of future bookings. Groups can reserve a meeting up to three months in advance of their meeting. Groups can have up to three scheduled events on the upcoming calendar.
3. Groups using the meeting room are responsible for costs incurred by the Library or the Town as a result of that use. A group may be required to post a bond to cover anticipated costs (e.g., security or insurance) in advance of the program. The Library assumes no liability for a group's activities. The Library is not responsible for any loss of, or damage to, personal property.
4. Meeting rooms must be returned to their original state when vacated, including returning furniture to its original location. If custodial staff is required to return the room to its original

state, the Library reserves the right to charge the applicant for this time. Any damage to Library property must be reported to a staff member upon conclusion of the event.

5. All fire codes and applicable laws must be followed while on Library property, including the prohibition of smoking and following guidelines on the limit on the numbers of people allowed in the room at any given time.

6. Library behavior policies apply to groups using meeting rooms. Groups that disrupt or inhibit the enjoyment of Library resources by others may lose their privileges for meeting room use.

7. All meetings must end 15 minutes before closing, unless a waiver has been given by the Library Director and special arrangements have been made. All meetings must be held during the Library's operational hours.

8. Light refreshments may be served with prior approval by the Library Director. Alcoholic beverages may not be dispensed or consumed on Library property.

9. Facilities Use Requests that have been denied according to this policy may be brought to the Library Board of Trustees for appeal.

Approved by Library Board of Trustees, October, 2021.