

AMHERST PUBLIC LIBRARY
MEETING SPACE POLICY AND PROCEDURE

The Amherst Public Library provides meeting space that may be used by community organizations (groups and/or individuals) for educational, cultural, intellectual or civic activities. These spaces are available during times when they are not in use for library or library-sponsored programs and activities subject to the following conditions.

Usage:

- All meetings shall be open to the general community.
- Groups and/or individuals using meeting space must not disrupt or interfere with the normal function of the library.
- Meeting space is available on a first-come, first-served basis and can be reserved up to 3 months in advance.
- Reservations can be made by calling the library; however, no individual or group will be allowed to use the space without first completing an application and contract form.
- Meeting space is available (free of charge) during regular library hours for qualifying individuals and/or groups. After hours use of meeting space may be requested; however, a \$50.00 per hour (not prorated) fee will apply and requests must be approved by the Amherst Public Library Library Administrator. Use of meeting space after or before regular library hours is subject to staff availability.
- Because the demand for use of the meeting space is heavy, the maximum number of times an individual and/or group may reserve the use of a meeting room is 18 times per year. However, if rooms are available, additional times may be reserved; the requests may be made no more than 7 days in advance of the date desired.
- Individuals and/or groups may not profit from, or use the Library's facilities or meeting spaces to run a business. With the exception of Amherst Public Library or the Friends of Amherst Public Library, no fundraising activities, solicitation, or fees may be charged by individuals or groups

using meeting space. (A reasonable charge may be made to cover the cost of activity/craft materials.) Educational tutors may not reserve a room, but they may use a room that is not reserved or being used by the library or another group.

- Meeting space may be used by political groups for regular meetings of an organizational nature. Space may be used for public forums, debates, and candidates' nights, but not for promotion of any one candidate.
- Attendance cards must be completed and returned to the Circulation Desk at the conclusion of all meetings.
- Groups should notify the Library as far in advance as possible, but at least 24 hours in advance of cancellations.
- While every effort is made to honor all reservations, the Library retains the right to cancel any scheduled meeting room reservation if the need should arise.

Food and Beverage:

- Alcoholic beverages and smoking are prohibited in the Library.
- Light refreshments may be served; however individuals and/or groups must bring their own supplies.
- Meeting spaces must be left in neat and clean condition. Individuals and/or groups will be responsible for and billed for any damage as well as for any cleaning required.

Supervision:

- An adult leader **must** be present at all times and responsible for the supervision of any minor or group of minors (under the age of 18) using meeting space.

Equipment:

- Groups and/or individuals using meeting space are responsible for transporting, setting up, and operating their own equipment. Groups and/or individuals may not store or leave their equipment at the Library.

Sponsorship

- The use of meeting space by a non-library group shall NOT be publicized in such a way as to imply Amherst Public Library sponsorship of the group's activity, unless the activity is truly and formally being co-sponsored by Amherst Public Library.
- The name, address or telephone number of the library may NOT be used as the contact address or headquarters of an organization and/or group. A contact name and number MUST be given in any publicity for meetings or programs held at the Library.

Important Notes:

- Failure to abide by these policies and procedures is justification for denying an individual and/or group further use of meeting space.
- Amherst Public Library is not liable for injuries any persons, damage to or loss of property belonging to individuals and/or groups using meeting space.
- All individuals and/or groups must comply with access codes that regulate use of the Library.
- The individual completing the meeting space application must agree to assume full responsibility for any damages to the facility or equipment which occur as a result of the individual or group's use.
- As with all Library policies, the Library Board of Trustees reserves the right to amend these regulations at any time.

Adopted by the Amherst Public Library Board of Trustees 4/20/2009.
Revised by the Amherst Public Library Board of Trustees 10/10/2016.
Revised by the Amherst Public Library Board of Trustees 11/14/2016.

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Meeting Space Application

Name of Group: _____

Type of Meeting or Event: _____

<u>Day of Meeting</u>	<u>Date of Meeting</u>	<u>Time of Meeting</u>

Person Responsible: _____

Address: _____

Telephone Number: _____

Attendance Expected: _____

Please report the actual attendance of each event at the Circulation Desk.

I have reviewed the Amherst Public Library Meeting Space Procedure and agree to comply

Signature: _____

Date: _____

Received by Amherst Public Library on: _____ by: _____