



Meeting & Study Room Policy

The Edgartown Free Public Library (the “Library”) meeting rooms are for gatherings of an educational, cultural, or civic nature where a diversity of viewpoints is permitted, and for other functions which, in the judgment of the Board of Trustees, will benefit the residents of the community. The Library subscribes to the equitable use of its facilities. The use of the meeting room does not constitute an endorsement of a group’s policies or beliefs.

Library meeting rooms are to be used primarily for Library sponsored or co-sponsored activities and by Library-related organizations. Therefore, the Library shall have priority in scheduling over all other requests.

A. General Conditions:

1. When not in use by the Library, meeting rooms may be booked by non-profit groups. Such use of the rooms must be free and open to the public, although a reasonable charge for materials used by program participants may be made.
2. Meeting rooms are not available for social gatherings, for the benefit of private individuals, for commercial or profit-making enterprises, or for any closed meeting.
3. Meeting spaces are not available to promote partisan political or religious causes. However, political forums or informational study groups are permitted, so long as they are free and open to the public.
4. No contributions may be solicited except for Library fundraisers held with the approval of the Library Board of Trustees.
5. Goods or materials may not be sold or advertised at the meeting without the permission of the Library Board of Trustees.
6. Patrons using a study or meeting room must take all personal belongings with them if they are leaving the room for longer than 10 minutes.
7. Patrons shall not occupy a study or meeting room and public computer station simultaneously.

8. Patrons using a study or meeting room may have the room for up to two hours, after which they are welcome to remain unless another patron asks for time in the space.
9. The size of the group cannot exceed the capacity of the specific meeting room.
 - The Program Room seats 100
 - The Martha's Vineyard Room seats 10
 - The Conference Room seats 8
 - Small Quiet Study Rooms (2) seat 3
10. The group is responsible for the security, safety and behavior of the group. Children under the age of 14 may not use meeting or study rooms without an adult over the age of 18 present, and must be supervised by adult group members at all times. Pick up of children must be monitored by the group. (Please see Safety of Children policy.)
11. Use of the meeting spaces cannot interfere with the normal operation of the Library. The Conference Room, Board Room, Small Study Rooms and Program Room are available only during regular Library hours and must be vacated 15 minutes prior to closing. The Program Room must be vacated no later than 10 pm. Exceptions to this policy may be made at the discretion of the Library Board of Trustees and Library Director.
12. Meeting organizers shall inform attendees to park in the Library parking lots.
13. Permission for use of the room is not transferable.
14. No smoking or e-cigarette use is allowed on Library property.
15. No alcoholic beverages may be dispensed or consumed on Library property, except by special permit obtained in accordance with all applicable laws and regulations.
16. No open flame is permitted at any time.
17. No pets, other than service animals, are allowed, unless as a part of a Library-sponsored program.
18. Any questions of interpretation of this policy will be referred to the Library Board of Trustees and no meetings will be booked until that Board renders a decision.
19. Any infraction of this policy may result in loss of facilities use privileges.
20. A group using a meeting room shall be solely responsible for, and shall indemnify the Library against, any and all damages to any Library property (inside and/or outside) caused by such group's use of the Library's facilities.
21. All meeting and program room bookings utilizing library or patron AV equipment are strongly encouraged to schedule a technical run at least 24 hours prior to the scheduled event, to ensure equipment compatibility.

B. Application:

1. Applications for room use are available at the circulation desk and on the Library's website.
2. Completed applications, which shall include any license or permit necessary for the conduct of the group's meeting, must be submitted at least 48 hours in advance of the meeting.
3. The person completing the application must be 18 years of age and must be present at and shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of any fees or charges and any damage to Library property.
4. All inquiries concerning meetings will be referred to the applicant.
5. Meeting rooms may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of Library programs. This limit applies to both single and repeat bookings.

C. Refreshments/Equipment:

1. Light refreshments may be served in the Program Room. Refreshments in the 2nd floor meeting and study rooms are allowed solely at the discretion of the library staff.
2. No custodial services are provided in connection with use of the meeting rooms. All food, trash and meeting related items must be removed by the group at the end of the meeting and the room shall be left in a clean and orderly condition.
3. Upon request, the Library may provide access to chairs, tables, kitchen facilities and a projection screen and other equipment, if available. Extra tables and chairs must be set up and taken down by the group. Tables must be covered to protect from glue, paint or other materials that could damage the furniture.
4. Nothing may be hung on the walls or windows of the meeting rooms.
5. No storage facilities are provided.

D. Cancellation:

1. Cancellation of meeting room reservations is required 24 hours in advance. Failure to do so may result in denial of future requests.
2. Meeting rooms are not available when the Library is closed due to emergency conditions or inclement weather. Inquiries should be made by calling the Library.

3. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.
4. The Library Board of Trustees reserves the right to refuse the use of the Library meeting rooms or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town.

E. Publicity:

1. All announcements, press releases, flyers, and other promotional work must clearly state that the gathering is not sponsored by the Edgartown Free Public Library.
2. Groups may identify the Library and provide its address in their publicity for the meeting, but may not use the Library's telephone number or invite potential attendees to contact the Library.

F. Disclaimer:

1. Neither the Trustees nor staff of the Library or of the Town of Edgartown shall be held responsible for injury to persons or property that may occur while a meeting room is being used.
2. The Library cannot be held responsible for materials, supplies, or equipment owned and used by the group in the Library.

*Adopted on March 14, 2016 by the Edgartown Library Board of Trustees
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