

Community Use of the Meeting Rooms

JOHN CURTIS FREE LIBRARY

534 Hanover Street - Hanover, MA 02339

Phone: 781-826-2972 FAX: 781-826-3130

Please carefully read the entire policy below before submitting an application.

INTRODUCTION

The Board of Library Trustees of the John Curtis Free Library encourages Hanover organizations and civic groups to use the library's two meeting rooms, to the extent that there is no interference with library programs. All library use takes precedence over any outside group's use of the room. The availability of meeting room space prioritizes Hanover groups or organizations which include Hanover citizens in their membership.

The use of library property is subject to restriction and regulation by the Board of Library Trustees or designee. The Board reserves the right to deny use of the program/meeting room when it views such use to be impractical or inappropriate for the library. Programs presented in the meeting rooms do not necessarily reflect the views of the library administration or trustees, nor do they imply their endorsement.

APPLICATIONS

Those interested in meeting room use should contact Virginia Johnson, Library Director, at 781-826-2962 or via email at vjohnson@ocln.org.

Applications are available at the main circulation desk or on the website at <http://www.hanover-ma.gov/library>. Applications must be filed at least 7 days prior to the date of desired use.

PLEASE NOTE: *Neither the John Curtis Free Library nor the Town of Hanover assumes any responsibility for loss or damage to any items. No insurance is supplied or inferred from the library or the Town; presenters are strongly encouraged to seek out their own private insurance. The Trustees or designee assumes no liability for injury to any person present on library property as the result of a permission given to any organization, Town department, or individual.*

REGULATIONS

1. A maximum of 100 persons are permitted in the large meeting room and 15 persons in the small room. There is no smoking facility-wide, and no open flames permitted.

2. Non-profit educational, civic, cultural, and governmental groups may use the Meeting Room. For-profit institutions may use the room if providing informational or educational programming. *Please Note:* Passive commercial literature is permissible; the gathering of participant personal information or signatures, or the manual distribution of commercial materials is not.
3. All events held in the meeting room(s) must be free of charge and open to the public.
4. Due to high demand for the room, no outside group will be allowed to schedule the room for more than one event per 30 day cycle without the consent of the Board of Trustees or a designee.
5. The meeting rooms are available only during the hours the library is normally open. Any exception must be requested and authorized in writing by the Library Director. If a custodian or building security is needed outside of normal operating hours, the applicant is responsible for payment at an hourly rate of \$15.00. Determination of necessity will be made by the Board of Trustees or a designee.
6. In the event of cancellation, 72 hours' notice is preferred, emergency situations excepted. The Board of Trustees is not responsible for the cancellation in case of emergency or unforeseen circumstances (i.e., storm, power failure) which results in the closing of the library building.

OTHER INFORMATION

The library provides audio/visual equipment for meeting room use. Equipment available includes:

- *projector and screen
- *laptop
- *sound amplifier with microphone
- *DVD player and TV

If concerned about equipment usage, please schedule training at least 7 days prior to the scheduled meeting room use. The Library does not guarantee functionality and/or compatibility of its equipment with any devices that the applicant may employ for the meeting.

The Library, as a courtesy, will include the program in standard library publicity, if desired. The presenter must supply the following information at least 45 days in advance: Presenter Name/Names, Title of the Program, and 3 to 5 sentences describing the presentation. Presenters may also contact the local media or promote the exhibits in other ways themselves and at their sole expense.

The kitchenette is available for serving light refreshments; the user is responsible for leaving this area clean. Failure to do so may result in being subject to loss of meeting room privileges for future bookings.

No alcoholic beverages are allowed on library premises unless express written consent of the Board of Library trustees or a designee has been granted **and** the appropriate process required by the Town of Hanover Board of Selectmen has been satisfied.

Due to limited custodial coverage in the library, users are requested to set up and dismantle chairs and tables in the meeting room, leaving it "as found", unless other arrangements have been made with the Board of Library Trustees or designee.