

## Sargent Memorial Library: Application for Meeting Room Use

Date of application submission: \_\_\_\_\_

Date of meeting room use: \_\_\_\_\_ Time of meeting room use: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a Boxborough resident?      Yes      ☐      No      ☐

Purpose of meeting use (please explain in detail):

Equipment to be brought into the building and for what reason:

Facility equipment to be used:

☐ Screen.      ☐ Microphone.      ☐ DVD player.      ☐ HDMI Cable.

☐ Other (please list):

For library statistical purposes, please report the expected maximum number (100 limit) of people attending the meeting or program. Parking Limit: 54 (+3 Handicapped). \_\_\_\_\_

Will there be food and drinks served (the organizer is in charge of the cleanup)? \_\_\_\_\_

By signing below, the applicant agrees to abide by all policies governing the use of Sargent Memorial Library Meeting Room and to accept full responsibility for any damage to or loss of library property. Failure to comply with the policies may result in the group the applicant represents not being considered in the future.

Signature: \_\_\_\_\_

.....

FOR OFFICE USE ONLY Approved: \_\_\_\_\_

Peishan Bartley, Library Director

## Proposed Meeting Room Use Policy

### General Meeting Room Use

#### Eligibility

The Sargent Memorial Library Meeting Room can be used for

- free civic, cultural, educational, and philanthropic events that are
- non-profit, non-commercial, and public by nature, and have
- substantial connections to the Boxborough community.

Such use shall not interfere with normal Library activities. Use of the room for Library purposes, Library-related organizations, Library-sponsored programs, and meetings of Town of Boxborough boards and committees shall take precedence over other uses.

The Library is not available for fundraising efforts, religious ceremonies or services, or private functions such as birthday parties, family events, etc.

#### Approval

In accordance with the American Library Association, approval of Meeting Room use shall be given “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

The Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

However, the provision of Meeting Room space is not the primary mission of the Library, and must always be subordinate to the Library’s paramount need to provide a safe, peaceful, and respectful environment to all Library users. No use of the room will be allowed that is likely to disturb Library patrons in their customary use of the Library, impede staff in the performance of their duties, endanger the building or collection, or harm the reputation of the Library. Acceptance of a group’s application to use the Library Meeting Room is not an endorsement of the group, its beliefs, or its speech.

All requests for the Meeting Room must be approved by the Library Director prior to the date of use and are considered on a first come, first served basis. Any group or organization not affiliated with the Town of Boxborough or not registered as an official non-profit must submit an additional written application stating its proposed usage. All applications are considered pending until the director notifies the applicant that the room is available and the reservation is complete.

The Library Director and the Board of Library Trustees reserve the right to reject any Application for Facility Use.

#### Political or Government Events

Elected officials can hold office hours and public forums at the Library. A political party or political group may use the Meeting Room for a program provided that:

- The event features a guest speaker on a theme or topic and is not a campaign rally
- The event is open to the public

- No admission fee is charged
- There is no fundraising or money collection in the building or on the property
- There is no distribution of campaign or party/group-related buttons, flyers, posters, etc. in the building or on the property

### Library Meeting Room Use Guidelines

Failure to follow the Guidelines below may result in the banning of Meeting Room Use in the future.

- 1) An Application for Meeting Room Use can be submitted no earlier than three months prior to the event.
- 2) All groups and organizations except for the Town and the Library are limited to one Meeting Room reservation per month.
- 3) Those who use the Meeting Room are expected to follow the Library's Visitors Rights and Responsibilities Policy and the Safe Child Policy.
- 4) The Meeting Room capacity is 100 people. The event organizer is responsible for ensuring that no more than 100 people are at a meeting. The parking lot has 54 spaces with an additional 3 handicapped spaces. If the event organizer anticipates more than 57 parked cars for the event, the Boxborough Police Department must be notified in advance to determine if a special police detail will be needed for traffic management. Any associated cost will be charged to the group sponsoring the event.
- 5) The Meeting Room may be used only on the date and the time specified, and for the purposes named in the approved application. No other areas may be used or freely visited. The Library is not available on days when the Library is closed. Applicants must use their own equipment unless they have requested the use of Library equipment in advance and were given permission by the Library Director to do so.
- 6) Nothing shall be sold, given away, or exhibited on Library property without prior permission of the Library Director. No fundraising activities should take place in the Meeting Room during any events with the exception of the Friends of the Boxborough Library book sale.
- 7) Any promotional materials for the events held in the Meeting Room by non-Library groups must not directly or implicitly claim that the event is sponsored, co-sponsored, endorsed, or approved by the Library, unless given permission by the Library to do so.
- 8) The Library is not responsible for audience development for non-Library programs, unless otherwise agreed upon.
- 9) The set-up of tables and chairs in the Meeting Room must be returned to the original configuration at the end of each program. No decorations, scenery, or other materials shall be affixed to the walls, building, or grounds without the express permission of the Library Director. No

artwork or decorations hanging on the Meeting Room walls may be removed or moved. It is expected that nothing shall be left from the activity that will interfere with the operation of the Library the next day. All spaces must be returned to their original condition of cleanliness.

10) Organizations unable to use the facility on the day or time requested on the application form must inform the Library Director no later than 24 hours before the scheduled date.

11) Cooking is not allowed in the Meeting Room. Prior approval is needed when food is to be served at meetings.

12) To serve alcoholic beverages at an event held on Library property, the event organizer needs to submit the Application to Serve Alcohol to the Library Director at least two months prior to the event date. The event organizer will be informed of the Trustees' decision once the application has been reviewed. In addition, the event organizer needs to obtain a one-day liquor license specific for the event from the Boxborough Select Board.

13) Groups using the Library Meeting Room will be financially responsible for any damages to the Library facilities incurred during the use. The event organizer shall agree to honor any such damage assessment and payment in full whenever applicable. Any applicant, individual or organization may be required to present evidence that they carry insurance to include, in their enrollment or membership forms, signed statements holding the Town harmless with respect to any liability for injuries or other harm or damage arising out of the applicant's supervision or conduct of programs and activities on Library premises.

14) Groups using a master key to enter the building are not, under any circumstances, to distribute the key to another group without authorization from the Library Director. The key must be returned to the Library by 10:00 a.m. the following day.

15) If at any time the fire alarm goes off, or if the building is to be evacuated for any reason, participants using the facility are required to immediately vacate the building.

16) Applications for Library Meeting Room Use must be submitted by an adult (21 years or older), and the responsible adult must be present at all times.

Approved by the Board of Trustees, October 3, 2018

Revised and approved by the Board of Trustees December 15, 2021

Food and Alcohol use policy approved by the Board of Trustees August 5, 2019

Revised and approved by the Board of Trustees, September 3, 2025