

Sargent Memorial Library
Application for Meeting Room Use

Date of request: _____

1. Name of Group/Organization: _____

2. Person in Charge of Activity:

Name: _____

Address: _____

Home Telephone: _____ Work
Telephone: _____

3. Date facility is to be used _____

4. Time needed: From: _____ To: _____

5. Equipment to be brought into the building (explain):

6. Facility equipment to be used:

7. Purpose of use of the facility (explain):

8. The signing of this application by a responsible adult constitutes an agreement to abide by all the rules and regulations governing the use of Sargent Memorial Library Meeting Room and to accept full responsibility for any damage to or loss of library property.

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

10. The Meeting Coordinator should notify library staff A/V equipment needed.

Screen__ Projector__ Microphones__ VCR__ DVD__ Overhead Projector
__ Assisted Listening Devices

Signature: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

FOR OFFICE USE ONLY

Approved: _____
Maureen Strapko, Library Director

Dates available: _____

Sargent Memorial Library Meeting Room Use Policy

The Meeting Room in the Sargent Memorial Library is available for use by community groups and

associations. This room offers space for up to 100 people.

The Library meeting room is primarily for the use of the library, library related organizations, and library sponsored programs. When not required for the use of the library or library related organizations, it may be used for meetings of local non-profit groups and organizations, under the following regulations:

1. An Application for Meeting Room Use must be completed. All applications must be approved by the Library Director prior to the date of use.
2. The Meeting Room may be used only on the date(s) and the time specified, and for the purposes named in the approved application. No other areas may be used or freely visited. Applicants must use their own equipment unless the user is given permission by the Library Director to use Library equipment and it is so stated on the application.
3. At no time will children be left unsupervised in the Sargent Memorial Library Meeting Room.
4. Nothing shall be sold, given away, or exhibited, on library property without prior permission of Library Director. **No admission fee may be charged to programs.**
5. It is expected that nothing shall be left from the activity, which will interfere with the operation of the library the next day. All spaces must be returned to their original condition of cleanliness.
6. If, at any time, the fire alarm goes off or, if for any reason, the building is to be evacuated, participants using the facility are required to comply.
7. The size of the group is not to exceed the capacity of the meeting room (as cited above)
8. 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.
9. It is understood that library functions will take precedence over community use of the library meeting room. Library personnel will notify the group affected.
10. The meeting room may be booked up to 3 months in advance of the meeting. We cannot accept bookings beyond the 3-month period to allow flexibility in the arrangement of library programs. (The limit refers to all bookings, including both single and repeat bookings.)
11. Alcoholic beverages and smoking in the library building or on library premises are strictly prohibited.
12. Groups using the Library Meeting Room will be financially responsible for any damages to the library facilities incurred during the time that the group was using the facility. The responsible adult who has signed the application shall agree to honor any such damage assessment and agrees to 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.

13. The Board of Library Trustees reserves the right to reject any Application for Facility Use if it is felt that to do so would be in the best interests of the Town of Boxborough. The intent of the Library Meeting Room use policy is to support the Town of Boxborough's educational, recreational, community, and/or governmental missions. Any applications that could be construed to be more for individual profit or benefit than community profit or benefit fall outside of this facility use policy and will be denied.
14. Applications for Library Meeting Room Use must be submitted by an adult (at least 21 years of age), and the responsible adult must be present at all times.
15. Only residents of the Town of Boxborough and Acton/Boxborough groups are to use the Library Meeting Room.
16. Groups using a master key to enter the building are not, under any circumstances, to duplicate the key or 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.
17. Reservations must be made in advance for the use of Library audiovisual equipment and must be operated by a qualified person.
18. The set-up of tables and chairs in the meeting room must be returned to the original configuration at the end of each program.
19. The meeting room capacity is 100 people. The Meeting Coordinator is responsible for ensuring that no more than 100 people are at a meeting. The parking lot accommodates 54 autos with an additional 3 handicapped spaces; if the Meeting Coordinator 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 cost will be charged to the group sponsoring the meeting the meeting.
20. The Meeting Coordinator is responsible for immediately evacuating the building in case of emergency.

Approved by the Library Board of Trustees:

December 14, 2004

Revised March 2005