



34 Main Street, Northborough, MA 01532
Phone: 508-393-5025, Fax: 508-393-5027
Northboroughlibrary.org

LIBRARY MEETING AND CONFERENCE ROOM POLICY

The purpose of this policy is to outline how, when, and by whom the Meeting and Conference Rooms within the library may be used.

Use of the rooms does not constitute or imply endorsement of the users' policies, beliefs, or programs by the library staff or Board of Trustees.

The Meeting Room and Conference Room are available for use by Northborough-affiliated non-profit groups and civic organizations under conditions set by the Board of Library Trustees.

These Rooms are available for educational, civic and cultural activities such as group discussions, exhibits, lectures, and civic meetings. They are unavailable for uses not deemed to be in the public interest of the community as determined by the Board of Trustees, such as;

Commercial use, defined as events including solicitations, admission or other charges, fundraising activities (except for the Friends of the Northborough Library), sales, and/or the provision of fee-based services.

Social use, defined as events such as reunions, showers, birthday parties, dances, weddings, and other events of such nature.

Individual use: Rooms may not be booked for individual use. The library does have several Quiet Study rooms available for this purpose. Same-day individual use requests for the Conference Room will be accepted on a walk-in basis.

Political purposes: political rallies, campaigns for office, or specific partisan issues are prohibited. Organizational meetings, forums, and office hours hosted by current elected officials serving the town of Northborough are acceptable so long as they are free and open to the public.

Healthcare Services: Meeting rooms may not be used to provide any kind of direct healthcare services including examinations, hands-on demonstrations, or treatments unless sponsored by a town department.

Meeting attendees or children's groups may not leave children under 10 years of age unattended in any part of the library. Use of rooms may not disrupt regular library business. Noise levels must not disturb other patrons or library staff.



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RESERVATIONS AND USE

- Reservations must be made with the Circulation Department.
- Rooms are available for use by community groups directly serving Northborough residents.
- Reservation must be made by a Northborough resident or Northborough town employee who will serve as the primary contact for the booking. The contact person must be at least 18 years of age, must attend the meeting, and must include their name, address, and phone number with the reservation.
- Groups must start programs during regular library hours. Programs may end after the library closes, provided the library has at least 24 hours notice. Programs must end by 10pm. Requests to allow a program to run longer than 10pm will be considered and approved by the Library Director on a case-by-case basis.
- A group may have up to three reservations for the Meeting Room on the calendar at one time, and may book the Meeting Room no more than 12 times in one calendar year.
- A group may have up to three reservations for the Conference Room on the calendar at one time. There is no yearly limit for usage of the Conference Room.
- Smoking, the use of alcoholic beverages, open flames, burning incense, and lit candles are not allowed.

PUBLICITY

Any posters, flyers or other publicity shall be the responsibility of the group using the rooms. The group must clearly identify itself as the sponsoring organization in any such publicity. Publicity must not imply endorsement of the event by the library, the Friends of the Library, or the Town of Northborough. No events will be publicized by the library through its information channels unless the event is sponsored by the library or the Friends of the Library.

CANCELLATIONS

- Cancellations should be made as soon as possible.
- The group is responsible for notifying attendees of the cancellation.
- The library reserves the right to cancel a reservation, but every effort will be made to give adequate advance notice.
- Missing two consecutive reservations without notifying library staff will result in loss of booking privileges for the group for a period of three months.

CHARGES

- There is no charge for the use of the rooms.
- Any fees for damages or cleaning will be charged to the primary contact listed on the booking form.



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- No admissions fees may be charged, or collections, sales or solicitations made, with exception for Friends of the Northborough Library fundraising events.

FACILITIES AND EQUIPMENT

- Groups may set up the room (i.e. arranging chairs, tables, etc.) in the way which it prefers. Furniture may not block doors or fire safety equipment.
- Groups are also responsible for leaving the room in a neat and orderly condition, with furniture returned to its original location.
- Groups may only use the tables and chairs designated for the room. Furniture located elsewhere in the library may not be moved into the room for use.
- No tape, tacks, or other fasteners may be used on any walls, doors, windows or woodwork in the room.
- The group is responsible for providing pens, markers, paper, or any other supplies that are needed.
- The library has AV equipment available for use. No AV support is available.
- Facilities are available for serving light refreshments, but not for preparing and serving meals. Groups must provide their own refreshments and paper goods. Alcoholic beverages are prohibited.

ATTENDANCE AND PARKING

- The Meeting Room can accommodate up to 100 people. The Conference Room accommodates 20.
- The library has limited parking which must remain available for other library activities. Groups using the Meeting Room should use the town parking lot at the corner of Pierce and Hudson Streets.

The Trustees reserve the right to deny the use of any meeting space to any group that does not comply with these policies.

Last Update: October 31, 2023

Approved by the Library Trustees on: December 12, 2023