

MEMORANDUM

According to our records, you have requested the Conference Room or Community Room at the Robbins Library for upcoming use by your organization.

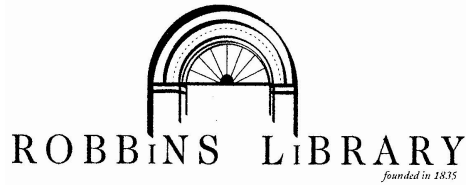
Due to the high usage of the meeting rooms, The Board of Trustees has developed policies governing the use of these rooms. All reservations are required to be made in writing on an application form.

Enclosed is an application form and a copy of the policy. Please return the enclosed application form as soon as possible so that your request can be processed. You will receive confirmation in writing that your request is approved.

Please return this form to the Administration office.

Maryellen Loud
Library Director

Library Fax 781.316.3209



APPLICATION FOR USE OF MEETING ROOMS

Application for Conference Room [] or Community Room []

Date of Application _____ Is Organization non-profit? _____ For profit? _____

Name of Organization _____

Description of activities to be conducted _____

Date(s) of meeting _____ # of attendees _____

Time of meeting: From _____ to _____

The organization is responsible for setting up tables and furniture. Please allow adequate time when scheduling the Community Room.

Fee structure:

FOR PROFIT

Conference Room - \$25 per hour (2 hour minimum)

Community Room - \$50 per hour (2 hour minimum)

Please make checks payable to : Robbins Library

NON-PROFIT

Conference Room - free

Community Room - free

The undersigned acknowledges that no admission fee may be charged or items sold without advance written permission from the Board of Trustees. Application must be made at least one month in advance.

The undersigned accepts responsibility for seeing that the room, furnishings, materials and equipment will be respected as public property and will be left in the same condition in which it was found. The undersigned further accepts responsibility for any damages incurred to library property either deliberately or through negligence on the part of members of this organization or persons in attendance and agrees to pay for damages assessed by the Town of Arlington. The undersigned has read and agrees to abide by all rules and policies governing the use of meeting rooms.

The undersigned also agrees to protect save and keep the Town of Arlington, the Board of Trustees, the Library Director, their agents and employees forever free and harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of the use of the above premises.

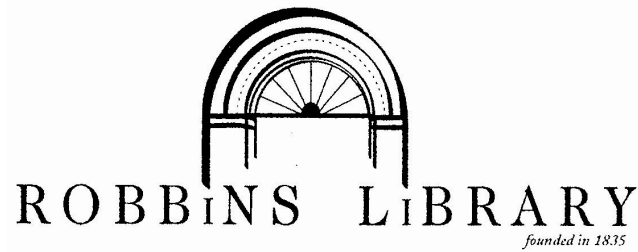
PRINT NAME _____ SIGN NAME _____

TITLE _____ TEL.# _____

ADDRESS _____
Street City or Town Zip Code

HEAD OF ORGANIZATION _____ TEL # _____

AUTHORIZATION SIGNATURE _____ DATE _____
(Library Director)



MEETING ROOMS

GUIDELINES FOR GROUPS USING THE ROBBINS LIBRARY MEETING ROOMS:

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public”.

Library Bill of Rights
American Library Association

The primary purpose of the library’s two meeting rooms is to serve as the location for all of the library’s children’s, adult and young adult programs.

The following policies have been adopted by the Library Board of Trustees to govern the granting of permission to use the Community Room and the Conference Room.

1. The meeting rooms are available to local governmental and non-profit groups for educational, informational or cultural meetings or programs free of charge. Rooms are available to commercial entities according to the fee structure. All meetings and programs must be open to the public regardless of whether an individual is a member of the organization.
2. No admission fee may be charged nor items sold by any group using the Library without advance written permission from the Board of Trustees. Application should be made through the Library Director at least one month prior to meeting.
3. Use of the meeting rooms for library or official town purposes will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel a reservation if necessary. If the library cancels a reservation, every effort will be made to provide as much advance notice as possible.

4. The meeting rooms are available during regular library hours. A maximum of 114 persons is permitted in the Community Room and 14 persons in the Conference Room. No bookings may be made on days when the library is closed. The Conference Room is only available during hours the library is open to the public and must be vacated by 8:30 p.m. Monday through Thursday and by 4:30 p.m. on Friday and Saturday. Priority is given to the library and Town officials for use of this room. **The library reserves the right to transfer a group or organization to another area or to cancel a reservation if necessary.**
5. The kitchenette adjacent to the Community Room is available for serving light refreshments. The user is responsible for leaving the area clean. Refreshments may not be served in the Conference Room.
6. Permission is granted for a specific room and will not include any other room that is not explicitly named.
7. No smoking is allowed anywhere in the library.
8. No alcoholic beverages may be served.
9. **The library does not lend equipment to individuals or groups with the exceptions of the TV and DVD/VCR. Please notify the library at the time of application if these items are needed.**
10. The library's telephones are not to be used for incoming or outgoing calls.
11. The Board of Trustees is not responsible for the cancellation of approval of use for the meeting room in case of an emergency (i.e. storm, power failure), which results in the closing of the library.
12. **The organization using the room is responsible for set-up of chairs and tables. The group is also responsible for stacking chairs along the wall at the end of the meeting. When organizations book meeting room space they should allow sufficient time for set-up and clean up. Groups are responsible for leaving the rooms in the condition in which they were found. Nothing should be affixed to the walls. Groups holding meetings must assume responsibility for any loss or damage to the library property.**
13. Prompt notice of cancellation of the room is requested.
14. A group or organization's use of the meeting room does not imply endorsement of the group's policies, beliefs or programs by the Board of Library Trustees or the staff.
15. The Board of Trustees reserves the right to restrict use of the meeting rooms if the nature of the anticipated meeting could be unreasonably disruptive of other library functions or if the meeting is likely to be too large or disorderly or otherwise in contravention of any of the above rules.

16. Neither the Board of Trustees, the library nor the Town of Arlington will be responsible for injury of persons or property while the building and grounds are used by any group.
17. The Board of Trustees establishes policy regarding the meeting rooms. The Library Director has supervisory for assigning meeting rooms as delegated by the Board of Trustees and is authorized to terminate or deny permission to any group whose programs or policies violate these policies and regulations. The Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Trustees.

SCHEDULING PROCEDURES

1. Application shall be made at least one week before the date of the proposed use on a form available at the Circulation Desk or the Library Director's office. Forms should be returned to the attention of the Director's office.
2. An authorized representative of the group must sign the form and this person assumes responsibility for the conduct of the group during the meeting. Permission for the use of the meeting rooms will be granted to adults only (age 18 or older).
3. Bookings will be approved in the order received. Bookings may be made up to three months in advance. Scheduling of meetings will be done so as to permit use of the rooms by as many requesting groups as possible. The library reserves the right to limit the number or time any group or organization may use the room during any one-month or year.

Adopted by the Board of Trustees November 1994. Amended August 1996. Amended November 1997. Amended February 2001. Amended March 2002. Amended December 2003. Amended March 2004. Amended June 2008.