

**LIBRARY MEETING ROOM USE
POLICY & SCHEDULING PROCEDURES**

“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 are open to the public.”

Library Bill of Rights
American Library Association

Meeting room options:

Room	Capacity	Availability	Other Information
Robbins Library Conference Room	14	Regular library hours. Vacate 30 mins. prior to closing.	Refreshments may not be served. Open wifi and projector screen available.
Robbins Library Community Room	114	Regular library hours. Vacate 30 mins. prior to closing.	Light refreshments may be served. Open wifi and projector screen available.
Fox Library Community Room	150	Daily 9 a.m. – 9 p.m.	Light refreshments may be served. Open wifi and projector screen available.

POLICY

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

The following policies have been adopted by the Library Board of Trustees to govern the use of the Community Rooms 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 Library Board of Trustees.
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. No alcoholic beverages may be served.
5. The library does not lend digital projectors or other audio/visual equipment or provide staff support to individuals or groups. Laptops are available for cardholders to check out for two hours from the vending machine in the Robbins Library. A projector with sound may be rented from the Computer Café (781-646-4300). The Computer Café will also provide complete instructions for use.
6. The library’s telephones are not to be used for incoming or outgoing calls.

7. The Library Board of Trustees is not responsible for the cancellation of approval of use for the meeting room in case of an emergency (e.g. storm, power failure), which results in the closing of the library.
8. The meeting room must be left clean, with all chairs stacked and tables folded. Nothing should be affixed to the walls.
9. Prompt notice of cancellation of the meeting room is requested.
10. A group's use of the meeting room does not imply endorsement or co-sponsorship of the group's policies, beliefs or programs by the Library Board of Trustees or Library staff.
11. Groups are responsible for their own publicity materials and promotion. A community bulletin board is available in both libraries.
12. The Library 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.
13. The Library Director has supervisory jurisdiction over 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 Library Board of Trustees.

SCHEDULING PROCEDURES

1. The meeting room use application and policy are available in PDF format at robbinslibrary.org and at arlingtonma.gov.
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.
4. If any portion of a meeting is to take place after Fox Branch Library operating hours in the Fox Community Room, the user is responsible for checking out a key for the space from the circulation desk at either the Robbins Library or the Fox Branch Library. The key must be returned to the library where it was borrowed from no later than 24 hours after the completion of the meeting. Failure to return the key will result in a \$25 fine on the user's library account and may result in the cancellation of future bookings for the organization at the discretion of the Library Director.

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. Amended December 2010. Amended June 2013. Amended January 2017.

