

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

Room	Capacity	Availability	Other Information
Robbins Library Conference Room	14	Regular library hours. Vacate 15 minutes prior to closing.	Refreshments may not be served. Open wifi and projector screen available. Projector avail. by request.
Robbins Library Community Room	114	Regular library hours. Vacate 15 minutes prior to closing.	Light refreshments may be served. Open wifi and projector screen available. Projector avail. by request.
Fox Library Community Room	150	Daily 9 a.m. – 9 p.m.	Light refreshments may be served. Open wifi and projector screen available.

Purpose

Priority use of library meeting rooms is for library-sponsored and co-sponsored programs and events. When available, meeting room space will be made available to groups based in Arlington and surrounding communities (Belmont, Cambridge, Lexington, Medford, Somerville, and Winchester) on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

Policy

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, community, 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. All requests to use a meeting room must be made in advance via the Library Meeting Room Application by a library cardholder who takes responsibility for the group's compliance with this policy.
3. No admission fee may be charged. Sales supporting Library operations are permitted. No other sales are permitted 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 Robbins Library lends out a digital projector for use at Robbins, with instructions. Please request the projector when booking the room and return it to the Circulation Desk at least 15 minutes before the library closes. Staff do not provide assistance with technology. Consider scheduling an appointment to test equipment prior to your meeting.
6. 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.
7. The meeting room must be left clean, with all chairs stacked and tables folded. Nothing should be affixed to the walls.
8. Prompt notice of cancellation of the meeting room is requested.
9. 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. Groups using Library meeting rooms are prohibited from using the Library's logo or any library image.
10. Groups are responsible for their own publicity materials and promotion. Community bulletin boards are available in both libraries.
11. The solicitation or receiving of campaign or political contributions is prohibited, pursuant to M.G.L. c.55, §14

12. The Library Board of Trustees, or the Library Director as their designee, 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. If the Library Board of Trustees, or the Library Director, in consultation with Arlington's Police Department, determines that police presence is advisable at a scheduled meeting, the group using the meeting room will be required to hire one (or more) officer(s) at their own expense.

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. 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. When the library is closed, exterior double doors on Cleveland Street must remain closed and locked for your safety during use of the Community Room. 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. Amended November 2018. Amended March, 2023.

