

NORWELL PUBLIC LIBRARY
MEETING ROOM USE POLICY

Policy Statement: The meeting room is available for non-profit organizations engaged in educational, cultural, intellectual, or charitable activities.

Regulations

1. Meetings cannot be scheduled more frequently than once per month, or for periods exceeding four hours per meeting. All meetings must be open to the public.
2. No admission fees may be charged.
3. The room cannot be used for the promotion of individual political candidates.
4. The library reserves the right to deny any organization use of the meeting room if it is determined that the meeting would adversely impact the regular use of the library or does not reasonably meet the qualifications listed above.
5. It is expected that any organization will leave the meeting room in the same condition in which it was found, and liability for any damage to library property will be assumed by the organization.
6. If the room is used beyond the regularly scheduled library hours, Monday-Wednesday the organization will pay the custodian compensation at the current rate for any or part thereof that he/she is required to be in the building either to open or close the building. If the premises are abused or if this policy is violated in any way the library reserves the right to restrict future privileges.
7. Use of the room also includes kitchen access.
8. Room availability for Norwell residents only.

Procedures

1. **Completion of the meeting room application form is required.**
2. **Notification of confirmation will be by phone or e-mail.**

Trustees approved May 19, 2010

MEETING ROOM APPLICATION

Name of Organization _____ Today's Date _____

Applicant's name _____ Phone _____

E-mail address _____

Date of Meeting _____ Purpose _____

Beginning and Ending Times for Meeting _____ Attendance _____

How much time is needed for setup? _____ Clean up? _____

Person responsible for meeting _____

(This person must attend and be directly responsible for ending the meeting on time, cleaning up, and turning out lights before leaving.)

Signature of Applicant _____