

160.0 Meeting Rooms

Purpose

The provision of meeting space is not the primary mission of the Library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. The Meeting Rooms are available to local governmental and non-profit groups for educational, informational or cultural meetings or programs. A Meeting Room shall not be used for commercial purposes, for the solicitation of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions.

No use of a Meeting Room will be allowed that is likely to disturb Library patrons, impede Library staff in the performance of their duties, or endanger the Library building or collections. Use of a Meeting Room for Library purposes shall take precedence over all other uses.

The meeting rooms are available free of charge during regular library hours.

The library will not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

Requirements for Reserving Meeting Rooms

By submitting an online reservation, an applicant is agreeing to all terms and conditions of the Meeting Room Policy. The individual making the reservation assumes responsibility for any personal injury or property damage. Individuals reserving a Meeting Room must be at least 18 years of age and must be Winchester residents.

All reservations must be made at least two business days prior to the event. Requests are reviewed Monday through Friday. Applicants will be contacted regarding their acceptance or denial of a request in a timely manner.

To ensure that non-Library groups have fair access to available dates for use of a Meeting Room, groups MAY NOT reserve the room:

- More than three months in advance
- More than once per month in the Large Meeting Room and twice per month in the Small Meeting Room
- More than six times per year in the Large Meeting Room

Rules for Use of a Meeting Room

- Meetings must take place during the Library's normal hours of operation. Meetings must end thirty minutes prior to closing. Time for set-up and clean-up should be included in the reservation. Set-up and clean-up is the responsibility of the organization using the room.
- All meetings in the Large Meeting Room must be free and open to the public. Attendees must be allowed to choose whether or not to give their names.

- No fee may be charged to attend a meeting.
- Smoking and alcohol are prohibited. Light refreshments such as non-alcoholic beverages and cookies or crackers are permitted but clean-up is the responsibility of the individual reserving the room. No hot or cold food may be served. All garbage must be removed by the group using the room. All chairs and tables must be returned to their original configuration after the meeting has ended. Failure to comply will result in forfeiture of future requests.
- Nothing may be affixed to the walls.
- Under no circumstances may use of a Meeting Room interfere with the use of the Library by other patrons and Library staff. No recitals, bridal showers, or other private social events are permitted. No rehearsals, movement or dance sessions are permitted.
- In allowing permission to use a Meeting Room, the Board of Library Trustees does not imply any endorsement of the group's beliefs, policies or programs.
- Publicity for events is the sole responsibility of the individual reserving the Meeting Room.

Efforts to circumvent these rules will result in forfeiture of future bookings.

Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the Library and the Winchester community.

Cancellation of a Reservation

Call the Library Administrative Office 781-721-7171 ext 10 to cancel a reservation.

Failure to notify the Library of cancellations less than one business day prior to the event may result in forfeiture of future bookings. Emergency situations will be addressed on an individual basis.

The Library reserves the right to cancel a room reservation if necessary. This includes the occurrence of severe weather conditions.

Capacity and Time Limitations

Large Meeting Room is for groups of 11 - 60 persons. Time limit of 3 hours.

Small Meeting Room is for groups of 3 – 10 persons. Time limit of 2 hours.

Quiet Study Rooms are available by contacting the Reference Department at 781-721-7171 ext 20 (see policy 160.10)

Equipment

- The Small Meeting Room has no equipment available.
- Wifi is available throughout the building.
- A projection screen is available in the Large Meeting Room but projection equipment and computers are the responsibility of the group using the room.