Flint Memorial Library
Meeting Room Policy

1. Eligibility
    a. The Meeting Room shall be available for use of all North Reading groups and organizations.
    b. It is not available for private social functions.
    c. All meetings held in the Meeting Room must be open to the public.
    d. User fees may be charged to groups or organizations which derive a profit as a result of using the Meeting Room. The user fee will be determined by the Library Director and Trustees.
    e. No admission may be charged for events held in the Meeting Room.
    f. Any community group or organization that in any way abuses the privilege of using any portion of the Library's facilities will have any subsequent application denied for one year.

2. Scheduling
    a. The Library has been authorized to schedule the use of Library facilities and to deny or prioritize such assignments in accordance with the Use of Town Land, Buildings, and Property of the Board of Selectmen.
    b. Assignments will be made on a "first come, first served" basis.
    c. Groups will normally be permitted to use the Meeting Room no more than twice in any one month.
    d. To allow the Library to plan its programming, and meetings, organizations may normally reserve space no more than one month in advance.
    e. Special consideration may be requested for one-time, special events such as concerts, lectures, etc., which must be arranged long in advance.
    f. The building is designed to permit the use of the Meeting Room and kitchen whether or not the Library is open. The kitchen may be used, but is shared with staff.

3. Restrictions/Limitations
    a. Use of the Library Meeting Room does not imply endorsement of the speaker or the group by the Board of Library Trustees or the Town.
    b. No town property or building will be used for any purpose that is unlawful or involves any breach of the public peace or tranquility, nor shall any use be inconsistent with the reasonable use of the building, nor shall it interfere with the routine operation of the Library.
    c. No alcoholic beverages may be served and no smoking is permitted anywhere in the building.
    d. For the safety of all, the room is protected by closed circuit video recording.

4. Responsibilities
    a. Key must be picked up from the 2nd floor reference desk during Library hours.
    b. All property and trash belonging to the group must be removed from the premises after event.
    c. All rooms, including restrooms, will be left in a clean condition after the use of the facility.
    d. Tables and chairs must be returned to their proper location after use.
    e. The adult who has signed the application will be responsible for the conduct of the group. Damage to the facility or failure to abide by these rules may result in loss of building use privileges.
    f. Key must be returned either in the book return slot (near HC entrance, off the parking lot), or in person during Library hours.
    g. Any group or organization that does not return a key within five calendar days of the scheduled use will be charged a $10.00 key replacement fee. Organizations that, when notified of such charge, fail to respond will be denied use of meeting space until such fee is paid.
    h. Any group that does not pick up property and trash, or return tables, chairs, and other equipment to their proper location may be subject to custodial fees and any related fees at the discretion of the Library Director.

Approved by Board of Library Trustees 1/15/15