

FLINT MEMORIAL LIBRARY

ACTIVITY ROOM POLICY

POLICY STATEMENT:

The Flint Memorial Library maintains its Activity Room primarily for its own use, and the intended purpose of the Activity Room is to accommodate any and all current and future library programming needs. The Library allows the use of the Activity Room by North Reading community and non-profit groups and organizations for meetings that are educational, cultural, or civic in nature. Use is granted on equal terms to all groups provided that the group complies with the Library's priorities and policy guidelines as stated.

Authorization to use the Activity Room does not reflect endorsement by the Library of any particular program, position, or purpose of any individual or organization, and such endorsement or sponsorship may not be stated or implied in any way.

- No individual or organization may use the Library logo in promoting or advertising their meeting without the Library's permission.
- No individual or organization may list the address of the Library as their mailing address, or use any of the Library's contact information as contact points in their event promotion.
- No use of meeting rooms will be allowed that is likely to disturb Library patrons in entering and using Library facilities, impede library staff in the performance of their duties, or endanger the Library building, its patrons, or its collection.
- 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.

Any individual or organization that abuses the privilege of using the Library's facilities will have any subsequent application denied for one year, or for a period deemed appropriate by the Library Director and/or the Board of Trustees.

ROOM USES:

For times when a meeting room is not needed by the Library, requests for use are considered on a first-come, first-served basis. An [online](#) reservation must be made by the adult who will be responsible for the use of the room. The adult who will be responsible for use of the room must be 18 or older and must be a North Reading resident.

Library meeting rooms may NOT be used for:

- Commercial purposes, solicitation of business, or non-Library fundraising (unless otherwise approved by and given written consent by the Library Director; Activity Room fees apply)
- Political campaigning on behalf of, or in opposition to, any candidate for elected public office
- Any illegal or potentially hazardous activity
- Religious services or proselytizing
- Private social gatherings including but not limited to birthday parties, private workspaces, personal physical activity e.g. yoga not sponsored by the Library, etc.

- No admission may be charged for events held in the Activity Room. Nonprofit or community organizations may suggest a donation to defray expenses of an event, but no one may be required to make a donation to attend an event. All public notices where a donation is requested must include the following language: “Donation requested to defray event expenses. All members of the public welcome regardless of contribution.”

To allow the Library to plan its programming and meetings, organizations may reserve space no more than one month in advance. Organizations can book one (1) meeting a month, and cannot book the Activity Room again until the date of its previous event has passed. Groups may book the room for a maximum of three (3) hours, including setup and cleanup time. The Library may give consideration for special events.

ROOM USE REGULATIONS:

- All meetings held in the Activity Room **must be open to the general public.**
- All members attending meetings at the Library must adhere to the Library’s Code of Behavior.
- No alcohol, smoking/vaping, or flames/heating elements are allowed on FML property.
- The individual who has signed the application will be responsible for the conduct of the group.
- Meetings with minors must be supervised at all times by the individual responsible for the room reservation.
- The Activity Room doors may not be locked while the room is in use.
- Damage to the facility or failure to abide by these rules may result in loss of building use privileges and related fees.

DISCLAIMERS:

- Any individual or organization using the Activity Room agrees to indemnify and hold harmless the Library, its Board of Trustees, the Town of North Reading and its officials for any and all liability which may arise from the use of the premises.
- The Library is not responsible for damage or loss of property of meeting organizers or their attendees.
- The Library cannot guarantee parking availability in its parking lot for any programs or meetings.
- For the safety of all, the room is protected by closed circuit video recording.

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