



FALMOUTH MEMORIAL LIBRARY MEETING ROOM USE POLICY

The Library meeting rooms are intended for meetings and events of the Library as well as local groups and organizations that support the Library's mission of providing services for people to come together to exchange ideas and information.

The space is handicapped accessible and includes chairs and tables, and has access to public facilities. The Russell Room community programming room may be divided in half for simultaneous use by separate groups or opened for larger gatherings. Maximum capacity is 96 people for the whole room; 40 for half the room. The Conference Room "The Gam" is a boardroom with a maximum capacity of 10 people. The Library also has four smaller meeting rooms, with capacities ranging from 3-6 people, available for general study on a first-come first-served basis at no charge and without prior reservations. *Please note that capacities will be enforced.*

SCHEDULING PRIORITIES

The Library reserves the right to cancel or rearrange room reservations if needed for Library purposes. In general, the Library allows groups to reserve the Russell Room or Conference Room on a first-come, first-served basis or, in cases of conflict, according to the following order of priority:

- Falmouth Memorial Library
- Town of Falmouth
- Falmouth non-profit educational, cultural, or civic groups
- Falmouth for-profit groups and businesses, excluding activities prohibited under the regulations below.
- Non-profit groups based outside of Falmouth with a target audience that includes Falmouth residents.
- Non-Falmouth based businesses or groups. Room reservations are not available for private social parties.

GENERAL ROOM USE RULES

These rules and regulations are designed to make the Library's meeting facilities available to groups in the community on a fair and equitable basis.

Groups using the meeting facilities must observe the following:

- Meetings must be free of charge and not held with the intention of generating revenue. Closed meetings must pay full rental fee and comply with all other regulations.
- Attendance is limited to the capacity of the meeting rooms as set by local/state safety codes. Room exits must not be obstructed. Seating and/or additional furniture is not allowed in corridors outside the meeting rooms.
- Library staff is not responsible for the supervision of children while adults are attending a meeting.

- Use of the space may not disturb the use of the Library by other patrons or disrupt Library operations.
- Organizations in whose name the reservation has been made shall be financially responsible for damages to walls, floor coverings, furnishings, equipment, and fixtures and other contents of the room.
- One person from each group who will be at the meeting must assume responsibility to see that the rules and regulations are followed and must sign a form to that effect.
- Groups are responsible for their own set-up and clean-up. Any furniture that is moved within the rooms must be returned to its proper location and the room should be left as set before meeting (see floor plans posted in each room). No furniture may be brought in from other areas of the Library.
- Signs and/or displays on Library property (both inside the building and outside) must be approved by the Library Director and/or the Library's Board of Trustees.
- Youth groups must have a minimum of 2 adults present at all times and at least one adult supervisor for each 15 minor aged participants.
- Alcohol and smoking are not permitted in the building or on Library grounds.
- Important Note: The Russell Room has a divider wall. This wall should NOT be operated by anyone other than a Library employee. Your group or any individual may be liable for any costs required to repair damages if you attempt to open or close it. We reserve the right to book the space on the other side of the wall concurrently, so it's possible there may be other meeting room users on the other side. This wall is designed to be sound-resistant, but not completely sound-proof. If the wall is closed upon your arrival and you have reserved the full room, please contact a Library employee immediately.
- Unless arrangements for after-hours use of the Russell Room has been made in advance, meeting rooms must be vacated fifteen (15) minutes before the Library's normal closing hour.
- Groups using DVDs must comply with U.S. Copyright laws and may not use DVDs labeled for home use. Public performance Rights (PPR) are the legal rights to publicly show a film or video (media). PPR must be obtained for media to be viewed by groups in the Library. Showing media, whether borrowed from the Library or rented/purchased, to groups may be illegal and may place the Library at risk legally.
- Permission to use the Library's meeting rooms does not constitute or imply the Library's co-sponsoring of the event, or its endorsement of any group's policies, beliefs, or programs.
- Refreshments, except alcoholic beverages, are permitted. All supplies must be furnished by the booking organization.
- Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a Library-sponsored program or event, or on behalf of the Library Board of Trustees, are permitted.
- In publicizing a meeting to be held at the Library, the sponsoring group must be clearly identified. The Library's contact information and/or logo may not be used in any publicity. Groups must not imply Library sponsorship of their program or organization in their publicity and must provide a telephone contact number for participants.

SCHEDULING AND RESERVATIONS

The Library's Russell Room and Conference Room are available by advance reservation only. All groups must have one person who will take responsibility to see that the room is left in

proper order; room use rules are followed, and will sign a form to that effect. In order to keep the facilities available to as many Falmouth based groups as possible, the Library will not be able to accommodate requests to schedule ongoing weekly meetings for any non-Library sponsored group. An application for meeting room reservations is available at the Library information desk or on the Library's website.

- The Library reserves the right to cancel or rearrange room reservations if needed for Library purposes. All attempts will be made to give at least two weeks' notice.
- Reservations will not be accepted by telephone.
- Room use must be scheduled at least 48 hours in advance and a reservation is only considered confirmed once a Library staff member has acknowledged the reservation.
- Reservations may be made four months in advance.
- Reservations will only be made to groups of four participants or more. (See maximum room capacity above)
- With the exception of the use by the Library, Town or Falmouth schools, no unlimited ongoing schedule of events is permitted. For any one organization, no more than four active reservations are allowed to be in effect at any one time within the same year.

CHARGES

Russell Room:

Whole room: \$20/hour (non-profit groups) or \$30/hour (for profit groups), 2 hour minimum

Half room: \$15/hour, 2 hour minimum

Conference Room:

\$20/hour, no minimum required

Payment must be made in advance. Refunds are issued only if notification is made at least 2 days prior to the meeting.

Fees will be waived for public meetings of Falmouth-based non-profit organizations using a half Russell Room or the Conference Room, and all meetings of the Falmouth Town Council, Falmouth School Committee and their committees may use the meeting space without charge when available. All other groups must pay the above room fees. Fees are based on full hours only and must include time for both set up and clean up. Groups will be expected to relay to all participants that entrance to the meeting spaces will not be before or after the time reserved by the group to allow meetings before and after enough time to set up and clean as well.

- **Non-profit groups may be required to provide proof of their tax-exempt status for charge waivers.**

USE OF MEETING ROOM DURING NON-LIBRARY HOURS

Use of the room during times when the Library is not open will be permitted only if a reliable adult Falmouth resident assumes responsibility for insuring that all rules are followed and decorum is maintained both during and after the meeting. Non-Library hours are defined as anytime the Library is not open to the public. The responsible person must arrive when the library is open and must be attending the meeting in its entirety. The last person out must ensure that all lights are turned off, doors securely locked etc. Functions shall last no later than 10:00 p.m. Please show respect for the Library's neighbors by leaving quietly and refraining from carrying discussions into the parking lot.

INSURANCE REQUIREMENTS

All groups using any meeting room shall agree to hold the Library and all Library staff harmless from, and not hold them liable for, any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of the group's use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room and its contents or to any other part of the Library building, grounds, or collection; and any claim asserted by any third person against the Library or any Library staff or volunteer on account of any alleged injury causally related to the meeting together with defense costs including reasonable attorneys' fees.

The Library's signed application requesting authorization for meeting room use constitutes a release by the group and each and all of its members of any claim against the Library and the Library staff and volunteers, for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room, except if injury or damage to property is directly and solely caused by the gross negligence or intentional misconduct of any person acting on behalf of the Library.

The Library reserves the right to require any applicant group to supply a Certificate of Insurance from an insurer licensed to do business in Maine, for an amount that the Library determines appropriate, but not exceeding \$1 million. The Certificate of Insurance must name the Library as an additional insured, and cover damage to the Library building, grounds, collection, and injury to persons if occasioned by the meeting. Such Certificate shall show evidence that the insurance it represents is not cancelable except on at least ten days' written notice to the Library. In the event of such cancelation, the meeting reservation shall be canceled unless the group substitutes a new insurance certificate meeting this policy's requirements.

Failure to adhere to these rules may forfeit the group's ability to use the meeting space in the future.

Approved 11/13/2000, Rev. 10/10/2005, Rev. 1/5/2015, Rev. 7/12/2021