

VINEYARD HAVEN PUBLIC LIBRARY  
VINEYARD HAVEN, MA  
MEETING ROOM POLICY AND APPLICATION  
Adopted May 21, 2003

**Purpose:** Vineyard Haven Library exists to provide library service to the residents of Vineyard Haven. The library's meeting rooms are to be used primarily for library sponsored activities and functions; therefore, library programs receive priority in scheduling. Non-profit groups, for programs of educational, cultural or civic natures, may use the meeting rooms. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

**Policy:** When meeting rooms are not being used for library programs, the Trustees of Vineyard Haven Library welcome the use of the meeting rooms by non-profit groups. Such use of the rooms must be free and open to the public. Facilities are not available for profit making, social, partisan political or religious purposes or for sales promotions. Use of the rooms must be free and open to the public. The meeting rooms will be scheduled according to the following priorities:

- 1) Library related meetings or programs
- 2) Municipal or school related meetings or programs
- 3) Other local non-profit groups may use a room as scheduling permits. Regularly scheduled meetings are allowed if such use does not inhibit other groups from using the space.

**Guidelines:**

- 1) All requests to use a meeting room must be made in advance by the person who takes responsibility for the group's compliance with this policy. Any group that has not used the meeting room before must fill out a written application.
- 2) Groups will take responsibility for setting up chairs and equipment as needed, and will leave the room and kitchen areas clean and orderly. All chairs and equipment used should be either returned to storage or left as found.
- 3) Groups using the meeting rooms will be held responsible for any costs incurred by the Library or the Town as a result of use. The Town may require that a group post bond to cover anticipated costs (e.g., security) in advance of a program.
- 4) Fire laws limit maximum capacity to 60 people, in the Program Area, but only 50 may fit comfortably and only 50 chairs are available. In the smaller Vineyard Room, 10 may sit comfortably around the table. Smoking on library grounds or in the building is not allowed.
- 5) Only light snacks may be served. No facilities are available for cooking meals. No alcoholic beverages are allowed. All leftover food and drink should be removed and all trash emptied.

- 6) All activities must be confined to the meeting room. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.
- 7) No soliciting of business, admission fee or collection is allowed.
- 8) All meetings must be held during Library hours; programs must end fifteen minutes prior to closing and the room vacated by closing time. Programs may be held outside of Library hours when a staff member, trustee or designated member of the Friends of the Library is present, who will be responsible for locking the building, This must be done with prior arrangement.
- 9) Cancellation of meeting room reservations is requested 24 hours in advance.
- 10) Meeting rooms will not be available when the library building is closed due to emergency conditions or inclement weather.
- 11) The Board of Trustees or the Library Director must approve any exceptions to these guidelines before a reservation is made. Failure to follow these guidelines may result in loss of meeting privileges.

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Please print, sign and return this entire document to the library:

**Application for Meeting Room Use:**

Program Area      Vineyard Room

Name or organization \_\_\_\_\_

Contact person: \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Date requested: \_\_\_\_\_

Time room is to be used \_\_\_\_\_

A television, VCR, and a slide projector and screen are available for use

I have read the above policy and agree to abide by its terms

Signature: \_\_\_\_\_

Please sign and return to:

Vineyard Haven Public Library  
RFD 139A Main St, 200 Main St  
Vineyard Haven, MA 02568  
Phone: 508-696-4211 x 11  
Fax: 508- 696-7495