

Oak Bluffs Public Library Meeting Room Policy

The primary purpose of the Oak Bluffs Public Library meeting room is to provide a meeting place for events which are intended to enrich lives and encourage education. The meeting room is the formal polling place for the Town of Oak Bluffs. Official and community groups may use the room for civic, educational, cultural meetings and events in accordance with the following policies.

Permission to use the meeting room does not constitute endorsement of a group's philosophy, policies or activities by the Oak Bluffs Public Library or the Town of Oak Bluffs.

About the Meeting Room

- Maximum occupancy is 60 people
- The room has a podium, projection screen, erasable black board, eight tables, sixty chairs.

Eligibility

- Priority is given to Town committees and non-profit organizations affiliated with Oak Bluffs.
- The meeting room is not available for private parties, religious services, exercise events or commercial endeavors.
- The Library reserves the right to refuse the use of the meeting room or cancel any reservation based on the best interest of the Library.

Restrictions

- The meeting room is not available for use when the building has been closed due to inclement weather or an emergency.
- Keys to the meeting room will not be provided to any group.
- No admission fee, registration fee, or donations may be sought from meeting attendees, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director or designee.
- No after hours access to the Library proper is permitted.
- No alcoholic beverages may be served.
- No smoking is permitted in the meeting room or near the entrances.
- Events or meetings shall not interfere with Library operations.
- No hazardous materials are allowed in the meeting room.
- Fundraising events are considered commercial and are not permitted in the meeting room.

Priority of Use

- Except for Tuesdays, Library related meetings receive first priority.
- For other groups, the meeting room is available on a first come, first served basis.

- The Board of Selectmen and the Town Clerk have exclusive use of the room on Tuesday.

Reserving the Meeting Room

- Reservations for the meeting room are made with the Library. A Meeting Room Reservation Form must be completed and submitted to the Library at least one week in advance. Completing this form does not guarantee approval to use the meeting room.
- Reservations for the meeting room can be made up to thirty days in advance of the meeting.
- A signed meeting room form shall be required in every instance. The person signing the form must be over eighteen and assumes responsibility for the security, safety and behavior of the group.

Cancellation of Meetings

- If a meeting is cancelled, the Library must be notified promptly

Publicity

- Non Library related event publicity must be approved by the Library Director or designee and shall include a disclaimer that the Library or the Town is a sponsor of the event.
- Event publicity shall not include Library contact information.
- Advertising material shall not be attached to the walls or windows.

Use and Care of the Meeting Room

- The meeting room shall be left in a neat orderly condition.
- The Library assumes no responsibility for private property brought on the premises.
- Advance approval must be obtained and a cash fee of \$50 paid, if light refreshments are planned. Food and drink are not permitted in the Library proper.
- Groups using the meeting room are responsible for setting up the room.
- No storage space is available in the meeting room or Library.
- Use of a sound system or other equipment must be noted on the Meeting Room Reservation Form and approved in advance. Furniture from other parts of the Library may not be used.

Meetings and Events

- No call or messages will be taken by the Library staff unless it is an emergency.

Fees

- Except as provided herein, there is no fee to use the room
- A custodial fee may be charged if the room is not left in an appropriate condition.

Adopted by the Library Board of Trustees February 24, 2010

Reservation Request for the Library Meeting Room

Today's Date: _____ Date Requested: _____

Day of the week requested: _____

Starting time of the event: _____ Finish Time: _____

Number of people (not to exceed sixty) _____

Organization or Group: _____

Purpose of Use: _____

*Person responsible for Group: _____

Address: _____ Phone: _____

e-mail: _____

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Approved/Library Director or designee

Date

Oak Bluffs Public Library
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P.O. Box 2039
Oak Bluffs MA 02557
Phone: 508-693-9433
FAX: 508-693-5377