

Meeting Room Policy

The Trustees of the Merrick Public Library welcome community use of the library's meeting rooms, located at the Library Annex. Meeting rooms are available for use by established community groups at no charge. In accordance with the American Library Association's Library Bill of Rights, and its interpretation pertaining to meeting rooms, the library does not limit use of meeting rooms based on the subject matter or content of the meeting, or on the beliefs or affiliations of the meeting's sponsors. Priority for the use of the library's meeting rooms will be given in the following order:

- a) Library and Historical Commission sponsored meetings and programs
- b) Library and Historical Commission related groups and organizations
- c) Town of Brookfield departments, boards, commissions, and elected bodies
- d) Brookfield community-based groups and organizations
- e) Other groups serving the needs of the community
- f) Private events such as birthday parties, bridal showers, etc. are not permitted.
- g) Rooms not mentioned in this document are not for public use and should not be entered.
- h) **All assigned key holders will not share their code or key with anyone else.**

Facilities: The facility has a security system with four cameras, video only. Keyholders will be assigned a passcode to disarm and reset the system.

First Floor

- **The Steadman Room** is the main meeting room on the first floor, capacity 10.
- **The Felton Room** is a meeting room on the first floor and is only available to the Historical Commission.

Second Floor

- **Room #1** is the Local History Room on the second floor and is only available to library staff and Historical Commission members.
- **Room #2** is the historic newspaper storage room on the second floor and is only available to library staff and the Historical Commission.
- **The Heller Room (Room #3)** is a meeting room on the second floor, capacity 12.
- **Room #4** is an office on the second floor and is only available to the Historical Commission.
- **Room #5** is a storage room on the second floor and is only available to library staff and the Historical Commission.
- **Room #6** is a meeting room on the second floor, capacity 6.
- **The Office/Kitchen** on the first floor is available to any group using a meeting room.
- **The Barn** is available for 3 season meetings and programs.
- **Carriage House** the first Bay is available for outdoor meeting space with nine benches, one table and three cabinets.
- Audiovisual equipment may be used, please inquire.
- Depending on availability, you may request to have the library custodian set up tables and chairs prior to your meeting.

Reservations

- Meeting room reservations will be accepted by order of request; recurring reservations for a room will be accepted for no more than one year at a time.
- Children or young adult groups may use the meeting rooms, provided one or more adults supervise the group at all times. **The Local History Room is not available for use by youth groups.**
- Reservations may be made no more than 3 months and no less than 2 weeks in advance of the event. Scheduling requests submitted less than 2 weeks in advance will be accommodated when possible. The person making the reservation must be 21 years of age or older and be in attendance when the meeting room is in use. S/he will be responsible for the conduct of the group.
- The library respectfully requests cancellations to be received within 48 hours of the event. Future reservations may be declined if the cancellation policy is not followed.
- The Merrick Public Library and Historical Commission retain the right to cancel a reservation, but only in order to use the room for library or Historical Commission purposes. If such a reservation is canceled, at least one-month notice will be given.
- Reservations may be made by contacting the library at brookfieldlibrary@gmail.com or 508-867-6339 Monday through Friday. Once reservations have been accepted, they may be added to the Library Annex Google Calendar.
- Designated key holders are solely responsible for opening and closing the Library Annex and may not delegate that responsibility to any other group member not approved by the Library Trustees or Library Director.
- **Scheduling conflicts will be resolved at the Director's discretion.**

Room Use Policies

- All policies in place at the Library proper will also apply to the Library Annex, and therefore the library meeting rooms.
- Please sign in on the sign-in sheet and make sure your next meeting is posted on the calendar.
- All persons in attendance shall comply with all requests by library staff and, if applicable, the Brookfield Police Department and Brookfield Fire Department. Individuals who fail to comply will be required to leave the Library Annex and will be prohibited from using the meeting rooms in the future.
- It is the group's responsibility to return the meeting room back to the same condition as it was prior to the meeting. Failure to restore the meeting room to such prior condition shall render the group liable to the Board of Trustees for the cost of repair and clean up and may result in forfeiture of future bookings. **ANY DAMAGE TO LIBRARY PROPERTY RESULTING FROM THE MEETING WILL BE THE RESPONSIBILITY OF THE GROUP USING THE ROOM.**
- The Merrick Public Library is not responsible for equipment, supplies, materials or other items owned by a group. **Limited storage is available, please inquire.**
- No posters, decorations or other items may be displayed on the walls without the approval of the Library Director.
- Light refreshments are permitted. No food is to be left on the premises.

- Courtesy beverages are available in the kitchen.
- Smoking and alcoholic substances are prohibited at all times.
- No admission fee may be charged, no donations solicited, and no merchandise or beverages may be sold by any group without permission in advance from the Board of Library Trustees or Library Director.
- Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Merrick Public Library or the Historical Commission of the activities that take place in the meeting room, or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library or Historical Commission in any advertising or publicity.
- At their September meeting, the Library Trustees will perform an annual review of Library Annex keyholders for the purpose of determining key holder relevancy and eligibility.

THE FOLLOWING STATEMENT MUST BE INCLUDED ON ALL POSTINGS OF MEETING AGENDAS FOR ANY TOWN-APPOINTED GROUP:

Reasonable accommodations for people with disabilities are available upon request. When making such a request, please include a description of the accommodation that you will need, including as much detail as possible, along with your contact information. Email requests to: brookfieldlibrary@gmail.com or call 508-867-6339. In order to meet your request, please provide seven days' notice prior to the date that the accommodation is needed. Although every attempt will be made to provide the accommodation, with less than seven days' notice, it may not be possible.

Signature Page

This document must be turned in to the Library Director or staff member within 7 days of receiving.

Acknowledgement of Library Trustees policies for 18 Common Street, Library Annex.

I acknowledge that I have reviewed and understand the policies and guidelines within the document provided by the Library Trustees and Library Director. I understand it is my responsibility to comply with and implement all policies and procedures included in the Trustees policy document.

Print Name: _____ Date: _____

Signature: _____