



Salem Free Public Library

Meeting Rooms Policy

The meeting rooms of the Salem Free Public Library (SFPL) are maintained as a limited public forum. Meeting rooms are available for public use by Salem community groups or organizations that are tax exempt or whose purpose is to benefit the residents of the community. Meeting rooms are not available for commercial purposes or private functions. Meeting room use requires the approval of the Head Librarian. Approval to use a meeting room does not in any way constitute an endorsement by the SFPL of a group or organization or its beliefs or activities.

RESERVATIONS

- Applications must be completed by a designated representative and approved prior to reserving a meeting room
- Reservations are on a first come – first serve basis, with the understanding that, in order to make the rooms available to as many eligible groups as possible, SFPL may limit the number of reservations a group may have. For this reason, groups that meet more than once a month may be subject to preemption when conflicts arise.
- SFPL and town functions will be given first priority
- Every effort will be made to reschedule a preempted event or meeting
- Reservations for recurring use may be made quarterly
- SFPL retains the right to cancel a reservation in case of severe weather or other emergency conditions beyond the SFPL control. Notice of cancellation will be given as far in advance as possible to the authorized representative listed on the application.

ROOMS AVAILABLE

- The small meeting room has an occupancy limit of 15 and is only available during regular hours of operation
- The large meeting room has an occupancy limit of 45 and may be used after hours if:
 - A representative of the group is present in the room prior to closing
 - All windows and doors are properly secured after use

REGULATIONS AND USER RESPONSIBILITY

Meeting room users must agree to the following terms and conditions:

- Attendance must be open to the public and limited to the capacity of the room.
- No admission fees may be charged for any program or exhibit.
- Sale and/or solicitations are prohibited unless linked to a SFPL program and are approved by the Head Librarian.
- All SFPL policies and rules of appropriate behavior must be followed. Anyone creating a hostile or disruptive environment or otherwise found violating the Salem Free Public Library Rules of Behavior will be asked to leave the premises.
- Proper supervision is required for activities involving children.
- Groups may provide refreshments if the room is entirely cleaned up and refuse removed.
- The SFPL will provide only a basic setup of the room within the limits of the equipment specified for use in each room. All additional equipment must be provided by the user and removed promptly following the meeting. **LAPTOPS AND ADAPTERS ARE NOT PROVIDED.**

- No staff assistance or IT support is available for setting up equipment, materials or for carrying items.
- Room and library equipment is to be left in the condition that it was provided.
- Users are to pay for costs arising from damage or loss of library property during use.
- Users are strictly prohibited from showing movies, videos, DVDs or other works that are protected by copyright in the meeting rooms.
- No use of tobacco products, alcohol, illegal drugs, or open flame objects are permitted anywhere in the building.
- Programs may not disrupt normal library services.
- The use of a meeting room by a non-library group shall not be publicized in such a way as to imply SFPL sponsorship of the group's activities unless the activity is being co-sponsored by SFPL.
- Meeting room users are solely responsible for the safety and supervision of events or activities held in SFPL meeting rooms. The Town of Salem, Salem Free Public Library, The Library Board of Trustees, and their agents, employees and volunteers are not responsible for any loss, theft, or damage to property or personal injury or death associated with the use of the SFPL meeting room.

Groups that fail to comply with these regulations may be denied use of the meeting rooms.



Salem Free Public Library

Meeting Room Application

The Salem Free Public Library (SFPL) has two rooms available to community groups. Priority is given to SFPL and town functions. Meeting room use requires the approval of Salem Library's Head Librarian.

The small meeting room is available during the hours the SFPL is open and has a maximum capacity of 15. The large meeting room has a capacity of 45. Use of the large meeting room may continue after the library closes, as long as at least one group representative is present in the room prior to closing time.

Reservations for recurring use may be made quarterly.

Date of Application: _____

Date and Time Facility Requested: _____

Specific Room Requested and # of Anticipated Attendees: Small _____ Large _____

Name of Organization: _____

Contact Person and Telephone: _____

Type and Purpose of Organization: _____

Program or Subject of Meeting: _____

Age Group of Attendees: _____

Will refreshments be served? Specify: _____

Will craft materials be used? Specify: _____

Overhead Projector Needed: No _____ Yes _____ Please Note: Users are strictly prohibited from showing movies, videos, DVDs or other works that are protected by copyright in the meeting rooms.

When signed by an authorized representative, this application signifies acceptance and agreement of the organization to abide by the policies and regulations governing use of the Salem Free Public Library meeting rooms. Groups that fail to comply with the Salem Free Public Library Meeting Rooms Policy may be denied use of the meeting rooms.

Signature of Authorized Representative _____

Approved by _____ Date _____
Head Librarian, Salem Free Public Library