



## **FALMOUTH MEMORIAL LIBRARY PUBLIC USE MEETING ROOM POLICY**

Falmouth Memorial Library's meeting rooms are intended to meet the operational needs of the Library, as well as for meetings and events held by its members, local groups, and organizations.

### **The Meeting Rooms:**

Falmouth Memorial Library has two main meeting rooms; the Russell Room and the Conference Room (The Gam). The Russell Room is a large open conference space that may be used either open or divided in half to allow for two groups to use the space. The Gam is a boardroom space. These rooms are accessible and in close proximity to bathroom facilities. The Library also has three (3) smaller meeting rooms ("Study Rooms"); and one (1) Teen Study Room. Capacity Limits are listed on the website and are strictly enforced. For more information about these rooms, including capacity limits, please see <https://falmouth.librarycalendar.com/reserve-room>.

### **Rules and Restrictions:**

**General Rules of Use:** Any use of the Library's Meeting Rooms must be in accordance with applicable state, federal and local law (including all applicable fire codes), the Library's Code of Conduct, this policy, and/or other reasonable rules the Library may adopt from time to time.

**Violations may result in a ban from further use of the Library's Meeting Rooms.**

The person or organization who books a meeting room is responsible for supervising its use and ensuring compliance with the Library's Public Use Meeting Room Policy and all other applicable policies and laws. The person or organization who reserves the room shall be jointly and severally liable for any damage caused during such use, including, but not limited to, being financially liable to pay for any fees assessed by the Library for damages according to the fee schedule provided by the Library. No person or group may assign its reservation to another person or group.

**Access to Rooms:** Meeting organizers and attendees will have access to the rooms only during their reserved times. Any room set up must be done during reserved times.

**Chairs/Tables/Technology:** Chairs and tables are made available for use in the Meeting Rooms. Tables and chairs may not be removed from the reserved room or taken from other rooms. At the conclusion of the meeting, all chairs and tables must be put away according to instructions provided.

Meeting Room users are responsible for bringing their own technology or securing the use of Library audio-visual equipment. Groups wishing to use any audio-visual equipment are responsible for making arrangements with library staff a minimum of one week in advance of the program if they wish to receive instruction on its proper operation and set-up, and to confirm that the equipment meets the presenter needs. Library staff is not available to provide other IT/Technology assistance.

**Signage/Advertising:** Signage/displays on Library property are not permitted. When publicizing the meeting in any format or media, the meeting organizer must clearly identify the sponsoring group. The Library's contact information and/or logo may not be used in any publicity and the meeting organizer may not state or imply sponsorship by the Library.

**Food/Beverage:** Food may only be served or consumed in the Russell Room. Food is not allowed in any of the other meeting rooms. Alcohol may not be consumed or served.

**Age Restrictions:** An individual must be at least eighteen (18) years old to reserve the Russell Room or The Gam, and the individual booking the room must be present for the duration of the meeting.

**Limitations of Use:** Meeting rooms are **not** available for:

- The sale, advertising, promotion or solicitation of products or services;
- Social gatherings or private parties, including, but not limited to, birthday parties, showers, potlucks, banquets, graduations, weddings, memorials, or family reunions;
- Programs or gatherings which present a clear and present danger to the welfare of the participants, library staff, patrons, or the community;
- Programs which would disturb library users, impede library staff, endanger the library building, or interfere with the functions of the Library;
- Walk-ins; all meetings must have prior registration.

### **Reserving The Gam and Russell Room:**

Meeting rooms are only available for use during times posted in the online reservation system. Bookings must be made at least 48 hours in advance.

Room bookings may be made up to four (4) months in advance and a group/organization/individual may not book more than four (4) reservations at a time.

The Library must be notified as soon as possible (24-hour notice preferred) for cancellation of a reservation. Cancellations with less than 24-hour notice forfeit return of room booking fee. Any group that does not inform the library of their cancellation may lose the right to use the meeting rooms for a period of up to 60 days. The Library reserves the right to cancel because of the weather or other conditions. If the library is closed, all meeting room reservations are canceled during the closure, and fees will be refunded or booking will be rescheduled.

Public Use Meeting Room use charges apply to both the Russell Room and The Gam and must be paid in advance. NOTE: A fee waiver may be obtained for use of *half* the Russell Room or the

Gam for charitable, educational or similar activities of non-profit organizations as determined by the Library Director or the Director's designee.

Library staff will review each reservation request for compliance with the Library's Public Use Meeting Room Policy after the reservation has been submitted. The applicant will receive approval or denial of most requests by email within three weekdays.

Room reservations are not guaranteed until any associated fees have been paid. All fees are due within 2 business days after the reservation is approved by Library staff. Failure to remit payment within these 2 days will result in the reservation being cancelled, allowing the room to be available to others.

NOTE: The Library reserves the right to designate which room will be assigned for use. Requests for a certain room will be honored whenever possible.

### **Reserving a Study Room (including the Teen Study Room):**

Meeting rooms are only available for use during times posted in the online reservation system. For more information about reserving a Study Room, please see <https://falmouth.librarycalendar.com/reserve-room>.

### **No Library Endorsement**

The Library is not responsible for the content of the assembly or speech during any meeting, program, or event held on its premises. The permission to use the Library's meeting room facilities does not constitute Library endorsement of any business or commercial enterprise, or the philosophies, practices or viewpoints of the presenters, participants or attendees; nor does it constitute Library sponsorship, promotion or endorsement of any political party, political position, candidate for public office, or referendum question. Permission to use a facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of staff, frequency of use or as further outlined in this policy.

Advertisements or announcements implying such endorsement are not permitted. The Library will not be the phone/address contact for the event or activity.

### **Liability**

Any person or organization who uses or reserves a room under this Public Use Meeting Room policy agrees to release, hold harmless and indemnify the Falmouth Memorial Library Association and its Board of Directors, agents, officers, employees, committees, and volunteers, from and against all liability, loss, damages, claims or actions of any kind (including legal costs and attorneys' fees) for any bodily injury, property damage, or any other harm to the extent permissible by law, arising from use of the premises and their meeting or activities. The person or organization who reserves a room will be held responsible for any bodily injury, property damage, or other harm arising from the meeting or activities for which they reserved the room. Any person or organization who uses or reserves a room under this Public Use Meeting Room policy specifically agrees to pay for all damages and losses associated with the meeting as regards to the Library building, contents, and equipment.

The Library is not responsible for the equipment, materials or personal possessions of anyone attending a meeting.

Any individual, organization, business or other group using audiovisual materials must secure all necessary performance licenses and indemnify the Library for any failure to do so.

This policy replaces Falmouth Memorial Library's prior Meeting Room Use Policy (Approved: 11/13/2000; Revised: 10/10/2005, 1/5/2015, 7/12/2021)

Adopted: 3/25/2025