

POLICY FOR THE USE OF MEETING ROOMS AT THE FRAMINGHAM PUBLIC LIBRARY

The meeting rooms at the Framingham Public Library are available to groups and organizations for meetings or programs of an educational, informational or cultural nature, for the benefit of the Framingham community. **All events and programs must be open to the public.**

The Framingham Public Library strives to make its meeting room facilities “available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use,” in accordance with the American Library Association’s Library Bill of Rights (www.ala.org).

The fact that a group or organization is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the Framingham Public Library, its staff, or the Board of Library Trustees.

1. Use of the meeting rooms for library purposes and by library affiliates will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel or reschedule a reservation, if necessary to accommodate library-sponsored or other activities. If the library cancels a reservation, every effort will be made to provide as much advance notice as possible. If you need to cancel a room reservation, please give as much notice as possible, as others may wish to use the room. Meetings must conclude at least 10 minutes before library closing.
2. In cases where a large number of attendees are expected or the circumstances otherwise warrant it, the sponsoring organization may be required to pay the cost of a police detail or provide liability insurance as reasonably determined by the Library Director. Such determination shall be made by the Library Director or designee in consultation with the Chief of Police.
3. Please follow the instructions of the library staff regarding the safe and orderly operation of the library. When entering and exiting meeting rooms, please be aware that excessive noise may disturb other library users. Disorderly attendees may be asked to leave the premises. Please limit your activities to the reserved room.
4. Ordinarily, no sales or exchange of money may be made on the premises. However, requests for exceptions may be submitted to the Director. Soliciting and canvassing by exhibitors or meeting room users for any purpose is not permitted.
5. The library asks that any promotional or marketing materials associated with a program or meeting be sent to the library prior to the meeting, for the Library’s information and review. The library should not be used as the mailing address for any group or organization.
6. Smoking and alcoholic beverages are not allowed in the library.
7. Refreshments may be served. Groups are welcome to use the sink, refrigerator and microwave, adjacent to the Costin Room, on the main level of the Main Library. Please be considerate and leave the room neat for the next users.

8. The library is not responsible for loss of or damage to the property of an individual or organization while attending a function at the library, nor is it responsible for any bodily harm that comes to any attendee, while participating in a program.
9. Groups using meeting rooms are responsible for any damage to library property.
10. If the group plans to use the library's audiovisual equipment, please contact the library for instruction well in advance of the event.
11. The piano in the Costin Room is not available for public use.
12. Rooms can only be reserved by those aged 18 and over. If reserving for a group of minors, the designated adult(s) must be present in the room during the entire event. Adults who will be in charge at the event should be listed on the reservation form. An appropriate number of adult supervisors must be present for larger groups or younger children.
13. If an event is of long duration, please consider parking on the upper levels of the library garage, for the convenience of seniors and patrons with young children.
14. Any use of library meeting rooms must comply with all local, state and federal laws, and with library policies and Code of Behavior (posted in the library).
15. The Board of Library Trustees and the Library Director have final authority concerning the use of the meeting rooms and equipment, and reserve the right to refuse use of the facilities for meetings and programs that might not be in the best interests of the library.