

MEETING ROOM USE POLICY

- The Cambridge Public Library Meeting Room is available to non-profit and community organizations, tutors, study groups, and individuals.

- Meeting room may be booked up to 60 days in advance by phone, or in person.

- Meeting room may be reserved for up to 3 hours.

- Please check in and verify your reservation with Library staff upon arrival.

Please read (or review) the full meeting room policy below and acknowledge by signing and returning form to front desk.

Acknowledge & Continue

In keeping with the Cambridge Public Library's mission to offer welcoming spaces for community interactions, the Library encourages use of the meeting room by non-profit groups engaged in educational, cultural, intellectual, or charitable activities. In keeping with federal, state, and local laws, meeting rooms are available to organizations and groups without regard to their religious, political, or philosophical beliefs.

The use of the Library meeting room is at the sole discretion of the Library Director and/or The Library Board of Trustees. The Library reserves the right to refuse permission for room use or to cancel any previous permissions granted.

Please read this Library Meeting Use Policy before submitting your request to determine if your organization qualifies to use the Library's meeting room. By applying for the use of a Library meeting room, the applicant and organization agree to adhere to all policies stated herein and to all other Cambridge Public Library policies for library use.

WHO MAY USE OUR MEETING ROOMS

1. Community groups and organizations may utilize the Library meeting rooms. If there is a question about the group's eligibility, the Director reserves the right to review any or all requests and may require sufficient time to conduct an investigation before granting approval.

2. The Cambridge Public Library meeting room may not be used for political campaigning; religious services; personal benefit; music rehearsals or practice (except in the instance of guest performers practicing before a library event), or; non-library sponsored musical performances.

LEGAL MATTERS & LIABILITY

1. The applicant and organization accept full responsibility for the requested room use and must comply with all regulations governing use. By applying for use of the meeting room, the applicant and organization agree to hold harmless, defend and indemnify the Cambridge Public Library, the Library Board of Trustees, and Library staff from and against any and all claims of injury, death, and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant and/or organization or others in connection with the event and to pay legal expenses and all other

expenses of the Cambridge Public Library, the Library Board of Trustees, and Library staff in connection with the investigation and legal defense against said claims.

2. The Library is not responsible for authenticating the information provided by individuals and/or organizations requesting use of the Library's meeting rooms.

3. Requesting individual(s) and sponsoring organization(s) agree to supervise all persons upon the premises to ensure that none engage in unlawful or improper conduct or conduct disturbing to others.

4. Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The sponsoring organization is responsible for obtaining the required copyright permissions.

RESERVATIONS & SCHEDULING

1. Meeting space is available on a first come, first served basis. Any requests made electronically shall be confirmed or denied within 48 hours. For more expedient consideration, please phone 518-677-2443 or stop by the library.

2. Reservations may be made up to 60 days in advance.

3. Community groups applying for the use of the Library meeting room are responsible for communicating fully the scope of activities planned, including anticipated attendance and any impact their event might have on Library operations.

4. Granting permission to use the Library meeting room does not constitute an endorsement by the Board of Trustees or the Library of the beliefs or ideas expressed by organizations or individuals using the rooms.

5. The Library Director will use her/his discretion in rejecting applications for events that may result in disorder or damage to the Library or might attract attendance beyond legal limits.

6. If the organization is a youth group, an adult (over 18 years of age) affiliated with the organization must apply to reserve the room. There must be one adult representative for every 10 minors (under age 18) present during the entire event.

7. Any individual(s), group(s), or organization(s) wishing to use the library meeting room must register in advance. The Meeting Room may be used without a prior reservation, but walk-ins should be aware that those with reservations or library staff may ask people in an unreserved room to relocate.

8. Meeting room reservations are generally limited to regular Library operating hours and allowed up to 15 minutes prior to closing. Other hours may be available depending on our ability to schedule support staff for the hours requested and with a 3 week reservation notice.

9. Groups must vacate their room at the end of their reserved time and may be interrupted if they do not do so.

10. Please check in/verify your reservation with Library staff upon arrival.

FEES & CHARGES

1. Donations, “admission” fees, “membership” fees, fundraising activities, and sale of merchandise or other items is permitted only by non-profit groups engaged in educational, cultural, intellectual, or charitable activities and only to defray the expenses of the program. Such charges shall not serve as a fee for attendance and attendance may not be limited to those individuals who pay such a fee. The Library will not be responsible for collecting such charges or paying tax thereon. The Library Board of Trustees or its designee must approve all such fees and fundraising activities and sales in advance.
2. The Library may charge a fee for damage to library facilities and/or property.
3. The Library may not be used for soliciting contributions for any group or individual (except in the case of the Friends of the Cambridge Public Library). No services may be advertised or sold in the Library except to benefit the Library or the Friends of the Library. Solicitation is not allowed in the Library.
4. Authors and performers invited or permitted to appear at the Library wishing to sell their own authored books, tapes, compact discs, or other materials directly related to the presentation, may do so with advanced notice.

CANCELLATION / CHANGES

1. Cancellations may be made by calling 518-677-2443 during Library hours. The Library prefers at least 48 hours advance notice of cancellations.
2. Occasionally, it may be necessary for the Library to change or cancel meeting room reservations. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.
3. The Library reserves the right to re-assign or move groups to a room other than the one requested.
4. If the Library needs to close because of a facilities or weather-related emergency, every effort will be made to notify affected groups scheduled to use the meeting room. During adverse weather conditions, individuals/groups should check with the Library by calling 518-677-2443.
5. The Library reserves the right to re-assign a meeting room should a reserved party arrive more than 20 minutes after their scheduled time without prior notification.

CARE & USE OF LIBRARY MEETING ROOMS

1. Activities may not undermine the safety of the building and its contents, nor the health and well-being of those who use the premises. Failure to meet this requirement may result in cancellation of the meeting and shall be grounds for denial of future use of the Library meeting space.
2. Library personnel will have access to the meeting room at all times without prior notice. Library personnel will not be available to:
 - a. move or distribute equipment or materials brought by the organization, nor to set up a meeting room.
 - b. operate the group’s audio-visual equipment; photocopy, fax, or scan; accept or make phone calls or take messages for the sponsoring organization or its participants; or, contact attendees by e-mail, phone, or other methods at the request of the organization.
3. Smoking and open flames are prohibited throughout the Library building.

4. No alcohol may be served.
5. Gambling is prohibited.
6. Groups may not store personal items in the library.
7. Groups are responsible for clean-up. Room(s) should be left in the same condition in which they were found.
8. If a room has not been cleaned up to the satisfaction of the Library, the Library reserves the right to suspend a group's or individual's future use of the Library meeting room and/or a fee (or charge) may be levied not to exceed one hour of professional cleaning at \$15/hour.
9. No furniture may be brought into a meeting space from other parts of the Library without permission.
10. The Library does not provide storage space for groups or individuals using the meeting rooms.
11. The Library is not responsible for lost or stolen items, or items left in the meeting room.

PUBLICITY

1. No publicity of any meeting or event in the Cambridge Public Library may be released until the reservation has been confirmed by the Library Director or designee in writing.
2. The Library reserves the right to publicize any or all programs. However, this right does not obligate the Library to publicize an event or provide publicity for a group requesting the use of the meeting room.
3. Meetings or events held in the Library may not be publicized in a manner that suggests Library sponsorship or affiliation.
4. Groups and organizations may not use the name, telephone number, or address of the Library for the official address or headquarters of their organization. Banners, literature, photographs, or signage may not be placed anywhere in the Library without the Director's permission.
5. All publicity not sponsored by the Library or the Friends of the Library must include the following phrase as a disclaimer: "This program is neither sponsored by nor affiliated with the Cambridge Public Library."
6. All press releases and other publicity items mentioning the Library must be approved in advance by the Director or designee in writing. Requests for approval should be submitted no less than one week in advance of publication, posting, or distribution.

PLEASE NOTE

Violation of these policies and procedures may result in denial of future access to Library meeting rooms. These policies are subject to change by the Cambridge Public Library at any time, without prior notice. Current copies of these policies are available at the Information Desk or on the Library website: Cambridge.sals.edu

Please inquire in advance about these and with any questions you have about room features and A/V.

*Please return this portion of the agreement to the front desk at Cambridge Public Library.

Name of Organization: _____

Person Making Request (Name and Phone): _____

Date(s) and Time Room is Requested: _____

Nature of Meeting: _____

Special Permission Needed for: _____

Signature of Applicant: _____

Library Use Only:

Approved By: _____ Date: _____