

## Library Meeting Rooms

The Board of Trustees of the Belmont Public Library welcomes applications from any group whose purpose is civic, cultural or educational in nature, and whose meetings are appropriate to the library's facilities. The first priority for use of the meeting rooms is to provide space for library programs. The Library Director reserves the right to restrict use of the meeting rooms if the nature of the anticipated meeting could be unreasonably disruptive of other library functions, or if the meeting is likely to be too large or disorderly or otherwise in contravention of any of the rules below.

The rooms available for rental are:

**THE ASSEMBLY ROOM** seats 100 people and contains a piano and a permanent screen for projection. There is a kitchenette, but there is no access to refrigeration and no dishwasher.

**THE JAMES WATSON FLETT MEMORIAL CONFERENCE ROOM** seats 10-20 people and is used for conferences and small meetings.

All meetings are subject to the following conditions and regulations.

### RESERVATIONS:

1. Library programs receive first consideration in scheduling the meeting rooms. Belmont groups (75% of membership are Belmont residents) will be given priority over out of town groups.
2. Reservations for use of a meeting room are made through the Library Director's office and will be assigned in order of receipt of application. Applications can be submitted up to sixty days in advance. Reservations should include the name of the organization, purpose of the meeting, time desired, number of persons expected, and contact information of the person responsible.
3. The Library reserves the right to cancel a reservation if the Board of Trustees or its designee deems such a cancellation in the best interest of the Library.

### MEETINGS:

1. Meetings should be free and open to the public. No meeting may be held for commercial purposes except with the express permission of the Library Director.
2. No admission fee may be charged or collection taken or articles sold except with the express permission of the Library Director.
3. Meeting rooms may be used during library hours: Monday through Thursday, 9:00 A.M. to 9:00 P.M.; Friday, 9:00 A.M. to 5:00 P.M. and Saturday, 10:00 A.M. to 5:00 P.M.; and Sunday, 2:00 P.M. to 5:00 P.M. Note: (weekend and summer hours may vary).
4. Groups holding meetings must assume responsibility for any loss or damage to the library property.
5. The rooms and kitchenette must be left in a neat, clean and orderly condition. If they are not, the group may be denied further use of the library meeting rooms.
6. Groups are responsible for their own advertising and publicity.
7. Children and teenage groups may use the room with appropriate adult supervision
8. Smoking is not allowed in the library.
9. No alcoholic beverages are to be served.

## **FEES AND PAYMENTS:**

### **1. ROOM FEES:**

The following fees may be charged to Belmont nonprofit groups for use of the meeting rooms.

ASSEMBLY ROOM	\$50.00
KITCHENETTE	\$25.00
FLETT ROOM	\$30.00

The following fees may be charged to all profit and out-of-town nonprofit groups for each four hour meeting or part thereof.

ASSEMBLY ROOM	\$125.00
KITCHENETTE	\$ 50.00
FLETT ROOM	\$ 50.00

### **2. CUSTODIAL FEES:**

Meeting rooms are available without an additional custodial fee between 9 A.M. and 5 P.M. Monday through Friday. Meetings which take place at other times are subject to the following municipal contractual custodial rates in addition to the room use fee:

Monday through Thursday after 5 P.M. and all day Saturday (September - June) –Time and a half per hour or part of an hour, minimum of three hours.

Sunday (mid-October - April) – Double time per hour or part of an hour, minimum of three hours.

### **3. EQUIPMENT FEES:**

No furniture or equipment other than that furnished by the library is to be used without prior approval

The following fees may be charged for the use of library equipment used by all profit and out-of-town nonprofit groups:

Slide, projector and screen	\$15.00
DVD player, and television	\$15.00
Sound system	\$15.00
Piano	\$15.00

All groups are required to bring any additional supplies, etc. that they need for their program, (tape, scissors, paper, pens. etc.)

### **4. PAYMENTS:**

Custodial and room use fees must be paid with two separate checks, each payable to the "Town of Belmont," and sent with the Meeting Room Reservation form to the library at least seven days before the scheduled event. Checks will be held in escrow until after the meeting is held.

**CANCELLATION:**

1. Advance notice of at least twenty-four hours is to be given to the library of meeting cancellation. In the event that prior notice is NOT given, the minimum room fee will be charged.
2. In the event that a storm or impending storm causes cancellation of an evening meeting, the library should be notified by 3 P.M. of the day of the meeting or the minimum fee will be charged. If the library closes due to inclement weather, the person whose name appears on the meeting room reservation form will be notified and the checks for the custodial and room use fees will be returned.

**PUBLICITY:**

1. No literature may be distributed at a meeting without permission of the library.
2. A group's meeting at the library does not in any way constitute an endorsement of the group's policies or beliefs.
3. Neither the name nor the address of the library may be used as the official address or headquarters of a group.

The Library Director is authorized to make reservations for the use of the Library's meeting rooms according to these policies and regulations; to deny or immediately terminate permission to any group whose policies or programs are inconsistent with the best interests of the library, or that violate these policies and regulations. The Library Director has the authority to waive fees under certain circumstances and schedule meetings at other times. The Library Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Trustees. Exceptions to this policy may be made at the discretion of the Library Director in consultation with the Board of Library Trustees as they deem in the best interest of the library and the community of Belmont.

Adopted: 6/24/1965

Amended: 11/14/2006

Last amended: 2/18/2016