# Cambridge Public Library
# Main Library Meeting Room Policy and Procedures

The Cambridge Public Library Main Library offers meeting and program spaces for groups of varying sizes to serve an educational, cultural, or civic purpose. These rooms are available for **Cambridge-based not-for-profit community groups** subject to the policies and procedures outlined below and in accordance with the American Library Association's Library Bill of Rights.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its Board of Trustees, or the City of Cambridge.
**Library sponsored programs have priority for all meeting and conference rooms. The library reserves the right to re-schedule confirmed reservations to accommodate library-sponsored programs and events. To minimize this possibility the library takes bookings no more than two months in advance.**

**Meeting Rooms available:**
Beech Room capacity: 16
Rindge Room capacity: 12
Community Room capacity: 100
Lecture Hall capacity: 220

| **Reservation period opens the first weekday of:** | **For the following months:** |
|---|---|
| December | January & February |
| February | March & April |
| April | May and June |
| June | July & August |
| August | September & October |
| October | November & December |

Exceptions to booking periods are at the discretion of the Library Director or Assistant Directors. Requests must be submitted on the application form for Main Library Meeting Rooms.

## Policy

- All meetings must be free and open to the public
- Rooms are available on a first come first served basis; the library cannot accommodate regular monthly meetings for any organizations.
- Rooms must be reserved by an adult (18 yrs or older) representing the group and must be a Cambridge resident and a Cambridge Public Library cardholder in good standing. This person must sign a form acknowledging and accepting all library meeting space policies, rules and procedures; failure to abide by the stated policies may disqualify the group from future use of the rooms and penalty fees assessed to the cardholder's account.
- **We are unable to check on availability of spaces for certain dates** by telephone. Please submit an application with the desired dates and we will contact you.
- Attendance cannot exceed the room's capacity; groups must ensure clear access to emergency exits at all times.
- An adult 18 years or older must be present and have supervisory responsibilities when youth groups use the meeting rooms
- Rooms may not be booked by individuals or commercial entities for personal events, i.e. parties, recitals, meetings, condo association meetings, etc.
- Library cannot provide storage for equipment or other items for organizations

- No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services or products, merchandise, materials or other items allowed
- Sales of services, products, merchandise, materials or items or solicitations of donations authorized pursuant to a library sponsored program or event, or on behalf of the Friends of the CPL or the Cambridge Public Library, are permitted.
- Meeting rooms used during library business hours must conclude 30 minutes before the library closes; failure to evacuate the space 15 minutes before closing will result in a fee of $25 to be charged to the card of the signatory on the meeting room request form and could disqualify the group from future use of rooms.
- Group representatives may not enter the library, nor will deliveries be accepted before regular library operating hours.
- The Community Room and the Lecture Hall may be booked for after-hours use but the events cannot begin before the library closes. Groups will be charged a $100.00 per hour fee for after hours use.
- Refreshments may be served only in the Community Room, the Beech Room, and the Rindge Room but food may not be prepared on library property
- Groups using the library must abide by city and state ordinances and statutes, for example: smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed in the library. This list is for illustrative purposes only and does not constitute a comprehensive list of prohibited activities.
- Groups are responsible for leaving the room in the state they found it and will be responsible for any damage beyond normal wear; charges will be assessed for damages or required extra clean-up
- Library is not responsible for theft or damage to property in a meeting room
- Library staff must have access to the room at all times
- The library's address and phone number cannot be used as the official address of any organization using the meeting space; in publicizing a meeting held at the library the sponsoring group must be clearly identified and publicity cannot imply library sponsorship or endorsement.
- The group assumes responsibility for ADA compliance.
- The library provides limited audio-visual equipment for outside groups. Staff is not available to assist with setting up or troubleshooting equipment during the event or program.
- Groups using Lecture Hall **must** send a representative to meet with library staff within one week before the event to ensure proper usage of technology, equipment and to confirm set up.
- Groups using meeting rooms are required to observe the library's recycling policies (copy attached).
- All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Policy of the Cambridge Public library (see our website). Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges
- Posters and signs may be affixed to tackable surfaces only. Tape cannot be used on any surfaces or furniture

## Procedure

- All groups must complete a CPL application form for meeting rooms; application forms are available at all CPL locations and on the library's web site. **No email or phone requests will be accepted.**
- Applications must be signed and submitted to the Administration **Office at least two weeks before the first requested meeting date**.
- Furniture set up must be included on the Meeting Room Request Form. Staff will not be available to accommodate last minute requests for lecterns, extra chairs, tables, etc.
- The library reserves the right to assign a room appropriate for your event.
- Notification of approval will be made by email or telephone. Please do not call. We will respond within two weeks of your request.

- Any applicant denied use of a library meeting room may appeal the denial in writing to the Director of Libraries. The Director will review the application and respond in writing to the applicant.
- Reservations must be cancelled at least 48 hours before the scheduled event; less notice may result in a fee being charged or the group may be unable to reserve rooms in the future. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- Questions not addressed by this policy should be address to the Program Coordinator at 857-235-9809.

Name_____ Library Card #_____

Address_____

Email address_____ Phone_____

Name of contact person if different than name listed_____

Email address of contact person_____ Phone of contact person_____

Name of group/organization_____

Address of group/organization_____

Website of group/organization_____

501c3 designation____yes____no Please attach certificate with application.

Title and Purpose of meeting_____

_____

Date(s) requested_____ Time(s) requested_____

Room requested_____

If you are using the Community Room, how do you want the room set up?

Lecture style_____ Other_____

# of attendees_____ # of chairs_____ # of tables_____

**I have read the above Policy and Procedures and will assume responsibility for compliance.**

Signature_____ Date_____

Library approval:_____ Notification: ____email____phone Room:_____

Date_____

July 5, 2011