

## Cambridge Public Library Meeting Room Policy and Procedures

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

Library sponsored programs have priority over all outside groups. 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. 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.

### Rooms at the Main Library

Contact: Program Coordinator at 857-235-9809

Room availability can be checked online by following at <http://www.cambridgema.gov/cpl/Services/meetingrooms>. All groups must complete a meeting room application online or in person. Please submit applications at least one week before the first requested meeting date. We cannot accept phone calls for reservations or to check available dates. Please see our application for complete information. Completed applications may also be faxed to 617-349-4028.

Beech Room: capacity 14

Rindge Room: capacity 10

Community Room: capacity 50

Lecture Hall: capacity 220

### The Lewis Room at the Central Square Branch

Contact: Branch Manager at 617-349-4417

All groups must complete a meeting room application and submit it to the Branch Manager for the Central Square Branch at least one week before the first requested meeting date. Meeting Room requests are accepted up to two months in advance. Please see our application for complete information. Completed applications may be faxed to 617-349-4418.

Lewis Room: capacity 100

### Meeting Room Policy

- Rooms are available on a first come first served basis; the Library cannot provide regular monthly/weekly meeting times for any organization.
- All meetings must be free and open to the public. The group assumes responsibility for ADA compliance.
- No admission fees or donations may be charged, collected or solicited. No promotions or sales of services or products, merchandise, materials or other items are allowed, unless proceeds are to benefit the Library.
- Sales of services, products, merchandise, materials or items or solicitations of donations authorized pursuant to a library sponsored event, or on behalf of the Friends of the CPL, the CPL Foundation, or the Cambridge Public Library, are permitted.
- Rooms must be reserved by an adult (18 years or older) representing the group, a Cambridge resident and a Cambridge Public Library cardholder in good standing. An adult 18 years or older must be present and have supervisory responsibilities at all times.
- Attendance cannot exceed the room's capacity; groups must ensure clear access to emergency exits at all times.
- Rooms may not be booked by individuals or commercial entities for personal events, i.e. parties, recitals, private meetings, etc.
- Group representatives may neither enter the Library, nor will deliveries be accepted before regular library hours. The Library cannot provide storage for equipment or other items for organizations.
- Groups using the Library must abide by city and state ordinances and statutes.
- 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.
- The 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.
- Any group wishing to use a projector must bring their presentation on a flash drive or DVD. Staff is not available to assist with setting up or troubleshooting personal equipment during the event or program. It is recommended that groups schedule an appointment prior to their event to test equipment. Printed instructions for equipment can also be made available for use.
- 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 room use.
- The Community Room and the Lecture Hall may be booked for after-hours use but the event cannot begin before the Library closes. *See After Hours Policy.*
- Refreshments may only be served in the Community Room, the Beech Room, the Rindge Room and the Lewis Room. Food may not be prepared on Library property.
- 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.
- Exceptions to this policy may be made by the Library Director.

**Meeting Room Application and Procedure**

- All groups must complete a CPL application form for meeting rooms, signed and submitted to the Administration Office or Branch Manager at least one week before the first requested meeting date.
- Furniture set up is only available for the Community Room (Main Library) and must be included on the Meeting Room Request Form. Staff will not be available to accommodate last minute requests for 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 four days of your request.
- Any applicant denied use of a library meeting room may appeal the denial in writing to the Director of Libraries.
- 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.

Name/Contact: \_\_\_\_\_ Library Card # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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 \_\_\_\_\_

Room Request \_\_\_\_\_ # of people attending \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Time(s) requested \_\_\_\_\_

**Room set up is provided only for the Community Room only. Please check your set up request.**

**Lecture** style (up to 50 chairs facing front) \_\_\_\_\_

**Square** (8 tables with 3 chairs each) \_\_\_\_\_

**Classroom** style facing screen (6-8 tables with 3 chairs at each facing front) \_\_\_\_\_

**Large Square** (10 tables & 3 chairs each) \_\_\_\_\_

**Classroom** style facing white board (6 tables with 3 chairs at each) \_\_\_\_\_

**Circle of chairs** (15-20 chairs) \_\_\_\_\_

**“U” shape** facing screen or whiteboard (6 tables & 3 chairs each or 9 tables with 3 chairs each) \_\_\_\_\_

**Please check the following as needed:**

# of tables in hallway for food or handouts \_\_\_\_\_

Screen \_\_\_\_\_ Projector \_\_\_\_\_ Easel \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Library approval: \_\_\_\_\_ Notification: \_\_\_\_\_ email \_\_\_\_\_ phone Room: \_\_\_\_\_ Date: \_\_\_\_\_