

## Cambridge Public Library Meeting Room Policy and Procedures

The Cambridge Public Library offers meeting and program spaces for groups of varying sizes that 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 <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.

Rossi 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

### O'Neill Branch Conference Room

Contact: 617-349-4023

All groups must complete a meeting room application and submit it to the Branch Manager for the O'Neill 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.

O'Neill Branch Conference Room: capacity 8. Meeting Room: capacity 10-12 people. Room is not available at nights and weekends.

## Valente Branch Community Room

Contact: 617-349-4015

Valente Branch Community Room: capacity 50

### Meeting Room Policy

1. Groups using the Library must abide by all federal, state and local laws, rules, regulations and policies.
2. Rooms are only available for Cambridge based not-for-profit community groups (“Groups” or a “Group”).
3. Rooms are available on a first come first served basis; the Library cannot provide regular monthly/weekly meeting times for any organization. Groups may book one room per quarter of the calendar year at the Main Library, one room per quarter of the calendar year at the Central Square Branch, and one room per quarter of the calendar year at the O’Neill Branch.
4. All meetings must be free and open to the public. The Group shall be responsible for ADA compliance at all times during its use of the Library.
5. Rooms may not be booked by individuals or commercial entities for personal events, i.e. parties, recitals, meetings, condo association meetings, etc.
6. No promotions or sales of services or products, merchandise, materials or other items are allowed, unless such promotions or sales are approved in writing in advance by the Director of Libraries and all proceeds from such promotions or sales are to benefit the Library.
7. No fundraising may be conducted, including but not limited to collecting, charging or soliciting donations, unless such fundraising is approved in writing in advance by the Director of Libraries. A group that wishes to hold a fundraising event must indicate that on the application, including the manner and purpose of the fundraising. Fundraising may be permissible depending on the scheduling needs of the Library, Library resources and the manner of fundraising, in order to ensure that it will not disrupt any regular Library activities or services.
8. The solicitation or receiving of campaign or political contributions is prohibited, pursuant to G.L. c.55, §14.
9. Rooms must be reserved by a representative of the Group who is 18 years or older, 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.
10. Attendance cannot exceed the room’s capacity; Groups must ensure clear access to emergency exits at all times.
11. 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.
12. 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.
13. 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.
14. The Library is not responsible for theft or damage to property in a meeting room.
15. Library staff must have access to the room at all times.
16. 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.
17. 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.
18. 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.*

19. Refreshments may only be served in the Community Room, the Rossi Room, the Rindge Room, the Lewis Room, and O'Neill Conference Room. Food may not be prepared on Library property. Guests may have water bottles in any of the meeting rooms.
20. All Groups, and their invitees or attendees 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.
21. Exceptions to this policy may be made only by the Director of Libraries.
22. Anyone wishing to appeal a decision regarding the use of a room shall appeal in writing to the Director of Libraries, and shall include the basis of the appeal and a copy of the application.

### **Meeting Room Application and Procedure**

1. All Groups must complete a Cambridge Public Libraries 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.
2. 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.
3. The Library reserves the right to assign a room appropriate for your event. The Library may reschedule confirmed reservations to accommodate library-sponsored program needs.
4. Notification of approval will be made by email or telephone. Please do not call. We will respond within four days of your request.
5. Any applicant denied use of a Library meeting room may appeal the denial in writing to the Director of Libraries.
6. 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 \_\_\_\_\_

Please select one of the following, if applicable, and provide documentation as evidence of not-for-profit status:

Non-profit registered with the Secretary of the Commonwealth - *Please attach Articles of Organization, a Certificate of Good Standing or a Certificate of Legal Existence*

501c3 designation \_\_\_\_yes\_\_\_\_no - *Please attach certificate with application.*

If the options above are not applicable, please complete the following information:

Other community-based group or organization - *Please describe the nature of your group below; you may attach an additional sheet if necessary*

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Title and Purpose of meeting \_\_\_\_\_

If fundraising will be conducted, the manner and purpose of the fundraising \_\_\_\_\_

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 with it at all times during my Group’s use of the Library.**

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

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