

## **MORRILL MEMORIAL LIBRARY PUBLIC MEETING ROOM POLICY**

1. The meeting rooms at the Morrill Memorial Library are available without charge to eligible groups and individuals for educational, informational or cultural meetings or programs. Eligible Groups (in priority order):
  - a. Library programs and meetings
  - b. Library related groups, such as the Board of Library Trustees and the Friends of the Morrill Memorial Library
  - c. Local civic, social, and non-profit groups presenting meetings of public interest
  - d. Persons volunteering as tutors as part of a non-profit program
  - e. Other groups and individuals not included above, and not specifically excluded in the following policy.
2. Library meeting room are NOT available to groups or individuals for:
  - a. Promoting any business or commercial activity;
  - b. Marketing or solicitation of any kind;
  - c. Direct campaign activities for individual candidates and ballot measures;
  - d. Solicitation of collection of any donations of money or other property;
  - e. Collection of information for contact or sales lists;
  - f. The promotion, sales, or exchange of any goods or services, except with advance written permission from the Library Director.
3. All meetings and programs must be open to the public without charge regardless of whether an individual is a member of the organization.
4. Meeting rooms are available for advance reservation. Absent a reservation, meeting rooms may be made available on a first come, first served basis, including to individuals and small groups.
5. Use of the meeting rooms for library purposes will take precedence over all other reservations. To allow flexibility for library sponsored events, the library administration reserves the right to limit the number of dates any organization may schedule and to reschedule or cancel room reservations. Every effort will be made to avoid such cancellations and as much advance notice as possible will be given. Reserved rooms will not be held more than 15 minutes past the time reserved.
6. Room activities must not interfere with or disturb library staff or users. Music and other noise must be kept to a level acceptable to the library.
7. Attendance must be limited to the capacity of the meeting rooms. Groups or organizations using the meeting rooms must adhere to the library's [Acceptable Use policy](#) and follow the instructions of the library or custodial staff at all times in regard to the safe and orderly operation of the library.

## MORRILL MEMORIAL LIBRARY PUBLIC MEETING ROOM POLICY

8. Groups must vacate meeting rooms fifteen (15) minutes before the library's scheduled closing time.
9. The library is not responsible for the loss or damage of an organization's property (or the property of an individual in attendance), nor is it responsible for any bodily harm that comes to an individual in attendance.
10. It is not the library's role to facilitate communication between the public and groups using the meeting rooms. All groups that reserve meeting rooms must provide acceptable contact information for reliable and expedient communication.
11. Groups using library meeting rooms for non-library sponsored programs must clearly communicate that the library is not a sponsor in their advertising and delivery. This must be done by advertising "Presented by [Group Name]" and "held at Morrill Memorial Library". Morrill Memorial Library must not be listed as a host or sponsor on any flyers, social media posts, or other advertising.
12. The fact that a group or organization is permitted to meet at the library in no way constitutes an endorsement of the group's policies or beliefs by the library.
13. Children under the age of ten (10) years must be supervised at all times by a responsible parent, legal guardian, or caregiver over fourteen (14) years of age, as defined in the library's [policy on children in the library](#).
14. It is the responsibility of any group presenting a public performance of copyright protected media to secure all applicable public performance rights prior to the presentation.

### Public Meeting Room Details

#### **Simoni Room** | Capacity: 75

Amplification system, assisted listening system, projection screen, projector, podium, chairs, tables. Kitchen available if requested. Equipment, utensils and supplies not provided.

#### **Trustees Room** | Capacity: 15

Conference table and chairs for eight. An additional table and chairs may be requested

#### **Study Rooms** | Capacity: 4 or 6 if two are combined

Small rooms, two of which can be combined into one slightly larger room.

Table and chairs

*Approved by the Board of Library Trustees January 10, 2023*