



## **LIBRARY MEETING AND STUDY ROOM POLICY**

Stoughton Public Library offers several types and sizes of rooms for use by Stoughton residents, Town departments and committees, and nonprofit, civic, educational, and cultural groups.

### MEETING ROOM USE

Library programs and events are given priority for Meeting Room use. To use a Meeting Room, community groups and organizations must request a reservation at least 14 calendar days, but no more than 3 months, in advance.

All events held in Library Meeting Rooms shall be open to the general public. No room can be used for commercial purposes, and no admission fee may be charged.

Use of Meeting Rooms should take place during the library's regular operating hours and end 15 minutes before closing. After-hours use requires permission from the Library Director or Trustees. The library does not charge for using library facilities during regular business hours, but a 4-hour minimum Custodial Coverage fee will be charged for after-hours use.

Groups, organizations, or individuals may not interfere with another group or individual's approved use of a Meeting Room. Activity and noise levels in any Meeting Room must also not interfere with normal library use in other parts of the building. If a group or individual believes a violation of this policy is occurring, they should seek assistance from library staff rather than attempt to address it themselves.

Groups using Meeting Rooms are welcome to use library tables, chairs, podiums, whiteboards, microphones, projectors, and desktop PCs as they were designed to be used. Nothing may be attached to the walls, and groups are responsible for setting up and putting away furniture and equipment they use. The library does not provide room set-up or technical support. All rooms are to be left in the clean, presentable condition in which they were found.

The Community Meeting Room and Kitchen may be used for light refreshments. Meeting Rooms are not available for club dinners, pot luck suppers, or full meals of any kind, and alcoholic beverages are not permitted. Any group having refreshments must provide their own dishes, utensils, linens, etc. The Community Meeting Room and Kitchen must be left clean and in order. No food or beverage, except water, is permitted in the Trustee Historical and Conference Rooms.

Please see library staff for access to furniture storage, whiteboard markers, and Kitchen.

### MEETING ROOM RESERVATIONS

Meeting Rooms may be reserved up to 3 months in advance by submitting a Room Reservation Request Form online or in print to the Library Circulation Desk at least 14 calendar days prior to the desired reservation date. No organization may advertise a particular event as taking place at

the library until the organization's request has been approved by the Library Director, Board of Library Trustees, or their designees.

Reservation Request Forms must be signed by an adult representative of any group or organization that seeks to reserve a Library Meeting Room. This representative agrees to ensure the group adheres to all library policies and accepts responsibility for any damage to library property that may result from the group's use of a Meeting Room. If the Request Form was submitted online, the representative must make arrangements with library staff to sign the form prior to the start of the reservation.

A member of a group with a Meeting Room reservation must check in at the Information Desk before the start of the reservation. Reservations will only be held for 15 minutes past the start time before being subject to cancellation.

The Board of Library Trustees reserves the right to refuse the use of Library facilities.

These requirements are subject to change.

### QUIET STUDY ROOMS USE

Quiet study rooms are located on Level 2 of the library and can only be reserved by Adult Literacy tutors. Otherwise, they are offered on a first come, first served basis for individual or group study of not more than 4 people.

- Priority is first given to Adult Literacy tutors and students and then to Stoughton residents.
- Reservations will only be held for 15 minutes past the start time before being subject to cancellation.
- Quiet Study Rooms may not be used for commercial purposes or social functions.
- Users must sign in with a library card at the Staff Information Desk on Level 2 and must be 18 years or older. Students under 18 may use rooms if accompanied by an adult.
- Study Room use is for 2-hour blocks, but may be extended if available.
- Noise levels within a Study Room must be quiet enough not to interfere with the use of nearby Study Rooms or normal library use in other parts of the building.
- No food or beverage, except water, is allowed in Quiet Study Rooms.
- Furniture may not be rearranged, nor chairs brought into or removed from the study room. Windows may not be obstructed, and lights must remain on.
- The library assumes no responsibility for items left in the room.
- Study Rooms must be left in the clean and orderly condition in which they were found.

Markers for the white board may be obtained at the Information Desk.