

## **Pembroke Public Library Meeting Room Policy**

The meeting room is available for cultural, charitable, civic and educational activities of local community groups and organizations when not being used by the library and related organizations. Non-profit organizations are considered and for-profit groups or individuals are considered for a fee. The Pembroke Library Trustees reserve the right to review, accept or reject applications. The use of the meeting room does not imply library endorsement of the group or its activities.

Room use priority is as follows:

- Library
- Library associated groups
- Town of Pembroke committees
- Pembroke community non-profit groups
- Local non-profits
- Private groups and individuals (fees paid)

**SCHEDULING and FEES**      *Activities must end at the specified time.*

Application forms should be submitted at least one month before the date needed, if a group has not previously been approved.

Groups must **renew** their applications **yearly** by September 1<sup>st</sup>.

The meeting room has 100 chairs and 10 tables available. You are responsible for setting up and returning them to the storage room. If your group requires a large number of tables and/or chairs, you must make arrangements for their set up in advance.

If the library is closed due to inclement weather, the meeting room will not be available. Local radio stations will be notified.

You will be notified if the trustees or the director determine that the meeting requires the services of the Pembroke Police Department. It is the responsibility of the group to contact the Police Department.

Non-profit organizations and community clubs are not charged fees if they use the facility during the hours available, and the meetings are open to the public. Non-profit groups should only charge for dues and/or refreshments.

Private individuals, businesses and for-profit organizations will be assessed a fee based on the number of hours used. A 50% deposit must be submitted

with the application and the total fee must be paid in full 24 hours before the meeting date. The library reserves the right to keep the deposit if cancellation is not made 24 hours prior to the meeting.

<u>ROOM</u>	<u>CAPACITY</u>	<u>AVAILABLE HOURS</u>	<u>FEES</u>
Meeting Rm	100	M-Th 10:00 am - 9:30 pm Fri 10:00 am – 4:30 pm Sat 10:00 am – 4:30 pm	\$50 1-3 hrs \$20 each additional hr
Trustees Rm (By Director’s approval only)	10	M-Th 10 am – 7:30 pm Fri 10 am – 4:30 pm Sat 10 am – 4:30 pm	\$20 1-3 hrs \$10 each additional hr

A staff person must be on the premises at all times when the facilities are being used. If a staff member has to stay beyond working hours, based on availability, there will be an additional fee of \$20/hour. This policy applies to non-profits as well.

**LIABILITY:**

Any group using the facility is responsible for any damage to the building or its contents. The library may require an organization to provide a certificate of insurance or to sign a “hold harmless agreement”.

**RULES:**

- The room must be vacated by the agreed upon time.
- Excessive noise is not allowed. Meetings may be terminated if they are disruptive to library services.
- The group leader agrees to notify the library if the meeting is cancelled.
- If a group fails to use the reserved time twice, future use may be revoked without notification.
- Smoking is not permitted in the building.
- Refreshments are allowed with permission.
- No items may be stored in the meeting room.
- All room users agree to the above rules and policies. If there are any infractions of these rules, it may result in loss of facility use privileges for the group.

Approved by the Pembroke Library Trustees on October 14, 2004.  
Rev. 6/11/10