

PEMBROKE PUBLIC LIBRARY MEETING ROOM APPLICATION

Contact person: Deborah Wall, Library Director

Phone 781-294-6771 x13

Meeting Dates _____

Arrival Time _____ Depart Time _____

Meeting Room Hours Available

Mon & Wed 10:00 a.m. - 7:50 p.m. Tues & Thurs 10:00 a.m. - 9:00 p.m. Fri & Sat 10:00 a.m. - 4:30 p.m.
Sundays (when library is open) 12:30 pm - 3:30 pm.

Please reserve the room to allow time to set up and clean up.

If a room set up is submitted with this application, we will, if possible, have the room set up in advance.

PLEASE CALL TO CANCEL IF YOU WILL NOT BE USING THE ALOTTED TIME.

Group or Organization Name _____

Contact Person 1: _____ Phone: _____
Address: _____ email: _____

Contact Person 2: _____ Phone: _____
Address: _____ email: _____

Type of Organization or Group

___ Pembroke non-profit community group ___ Public non-profit ___ Business ___ Condo Assn

Type of Meeting or Program _____

How many people do you expect will attend? _____ Is it open to the public? ___ Yes ___ No

Do you need to use the library projector? ___ Yes

Will refreshments be served? _____ If yes, please describe _____

I have read the Meeting Room Policies and agree to abide by them _____
Signature of applicant Date

FOR STAFF USE BELOW

Application Rec'd by: _____ Deposit amount received _____ Date: _____

Approved: _____ Date: _____

Meeting room set up given ___ yes ___ no Set up given to Custodian ___ yes ___ no

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 library associated groups. When not in use by the aforementioned groups, use by local non-profit organizations and for-profit groups may be considered. The Library reserves the right to review, accept or reject applications. The Library reserves the right to preempt any scheduled meeting and will make every effort to give advance notice of such preemption.

Permission to use the meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting. Groups using the meeting room must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.

Room use priority is as follows:

- Library
- Library associated groups
- Town of Pembroke committees
- Pembroke community non-profit groups
- Local non-profits groups
- Private groups/businesses/condo associations (fees paid)

Activities must end at the specified time.

Application forms should be submitted at least one month before the date needed.

No group may consider the Library its permanent meeting place. Room use frequency must not exceed two times per month.

Groups are defined as a minimum of 2 persons.

The meeting room has 100 chairs and 10 tables available. If you need additional tables and chairs they can be found in the storage closet.

If the library is closed due to inclement weather, the meeting room will not be available. Check the library website and Facebook page for any closing announcements.

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.

Public 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. Private individuals, businesses, condominium associations and for-profit organizations (any group rendering services paid by a third party may be considered a business for the purposes of this policy) 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.

Fundraising activities in the Library or on Library grounds is allowed by the Friends of Pembroke Public Library and the Pembroke Public Library Foundation, 501c 3 organizations formed to support the Pembroke Public Library. No other fundraising for civic, political, welfare, youth or other groups, charities or causes, including raising money through the sales of goods or food, is permitted.

<u>ROOM</u>	<u>CAPACITY</u>	<u>AVAILABLE HOURS</u>	<u>FEES</u>
Meeting Rm	100	M & W 10:00 am - 7:50 pm	\$50 1-3 hrs
		Tu & Th 10:00 am - 9:00 pm	\$20 each
		F & S 10:00 am - 4:30 pm	additional hr
		Sun* 12:30 pm - 3:30 pm	
Trustees Rm (By Director's approval only)	10	M & W 10:00 am - 7:50 pm	\$20 1-3 hrs
		Tu & Th 10:00 am - 9:00 pm	\$10 each
		F & S 10:00 am - 4:30 pm	additional hr
		Sun* 12:30 pm - 3:30 pm	

* only when library is open on Sunday

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: All organizations or groups shall indemnify, defend and hold harmless the Pembroke Public Library and the Town of Pembroke, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organizations/group's use of the meeting room.

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.

Group leader (room use applicant) must be over 18 years old.

The organization and its designated responsible individual shall be responsible to the library for any damage to the library property.

The group leader agrees to notify the library if the meeting is cancelled. If a group fails to use the reserve time without notification to the library, future use may be revoked without notification.

Social gatherings are not an approved room use.

Smoking is not permitted in the building.

Refreshments are allowed, with permission, in the large meeting room only.

Alcoholic beverages allowed only at library sponsored events.

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. Revised and approved on 12-14-2017