

**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

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

Application Rec'd by: \_\_\_\_\_ Deposit amount received \_\_\_\_\_ Date: \_\_\_\_\_

FOR STAFF USE BELOW

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting room set up given  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. 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.

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 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 & 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:** Any individual or organization using Library facilities agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Pembroke and its officials for any and all liability which may arise from the use of the premises.

**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, in the large meeting room only.

Alcoholic beverages allowed only with a special permit from the Pembroke Board of Selectmen.

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.