



Application for Meeting Room Use

FAX to: 781-294-0742 - or -
Email to: Stephanie McBain, Assistant Director, smcbain@sailsinc.org
or: Janet Coleman, Circulation Services Associate, jcoleman@sailsinc.org

Group or Organization Name: _____

Contact Person: _____ Phone: _____

Address: _____ email: _____

Type of Group/Organization: _____ Pembroke non-profit community group _____ Public non-profit
_____ Business _____ Condo Association _____ Other (explain) _____

Describe Meeting or Activity: _____

Number of expected attendees: _____ Is it open to the public: _____ Yes _____ No

Preferred room: _____ Large Meeting Room _____ Trustees Room

Will you need access to the kitchen for light refreshments (Large Meeting Room) ? _____ Yes _____ No

Date of use: _____ Start time: _____ * End time: _____ *

*Allow for set up before and for clean up/return room to standard setup after use (Large MR).

Large Meeting Room set up rule: The room will be arranged in the standard set up and you will be responsible for rearranging the room for your use. You will also be responsible for returning the room to the standard set up after your use. Failure to return the room to the standard setup may impact your future room use. The standard set up is on the 2nd page of the application and is posted in the Large Meeting Room.

Cancellation rule: Call 781-293-6771 to cancel if you will not be using your reserved time.

Room use fee: Any group that is assessed a room use fee must submit a 50% deposit when the application is approved in order for the room to be confirmed as booked. 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

I have read the Meeting Room Policy and agree to abide by it and the set up, cancellation and fee rules.

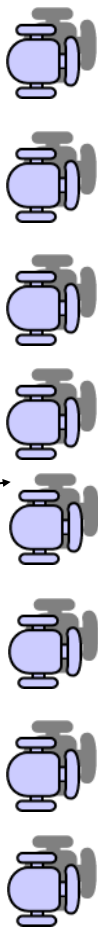
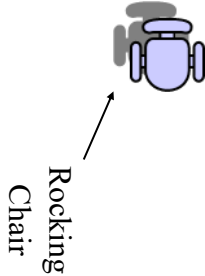
Signature of applicant: _____ Date: _____

BELOW FOR LIBRARY STAFF USE

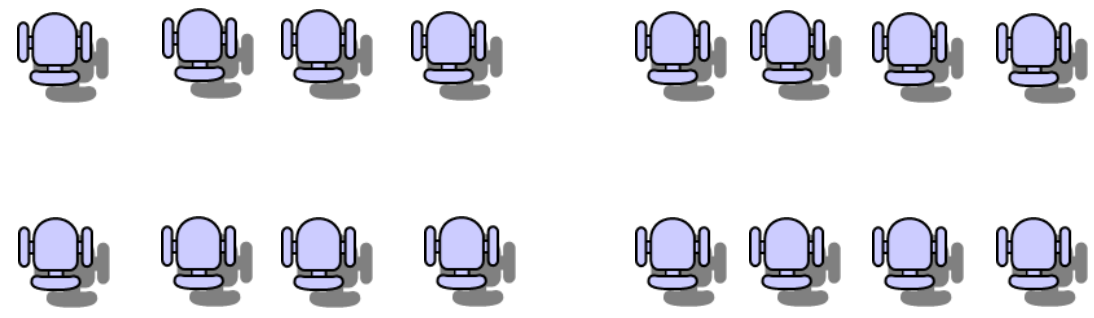
Application received by: _____ (initials) Approved by: _____

Room use fee due: _____ Deposit received _____ Balance due: _____

Notes: _____



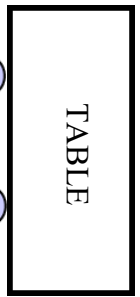
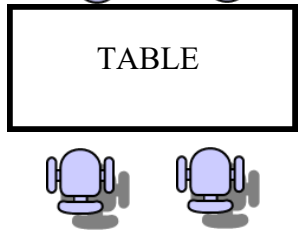
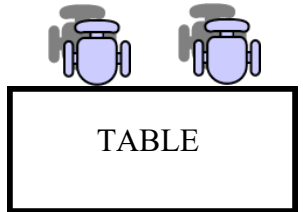
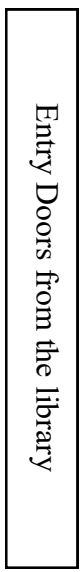
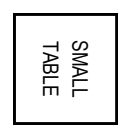
8 chairs on this wall



Standard Set-Up

- 40 chairs
- 5 tables
- 1 rocking chair
- 1 small table

4 chairs on this wall



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 Departments, Boards and 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.

For the Large Meeting Room there is a standard room set up, as shown on the previous page and as posted in the room. Room users are responsible for arranging the room for their use and for returning the room to the standard room set up after their use.

The Large 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 when the application is approved in order for the room to be confirmed as booked. The balance of the fee must be paid 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.

ROOM	CAPACITY	USUAL AVAILABLE HOURS	FEES (if applicable)
Large Meeting Room	100	Mon. - Thurs. 9:00 a.m. - 7:45 p.m. Fri. & Sat. 9:00 a.m. - 4:45 p.m. Sunday* 12:00 p.m. - 3:45 p.m.	\$50 1-3 hours \$20 each add'l hour
Trustees Room	8 (May increase to 10 with Director's approval)	Same as above	\$20 1-3 hours \$10 each add'l hour

* 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 any staff member has to stay beyond working hours, based on availability, there will be an additional fee charged. 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.

Smoking is not permitted in the building.

Light refreshments are allowed in the Large Meeting Room.

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.

TRUSTEES ROOM DROP-IN USE

The Trustees Room can be used for one-person, personal, non-commercial use. No reservations and for a maximum of 2 hours, when available (not reserved for a group or in use by the Library staff) at the discretion of the Library Director or assignee. This discretionary use requires the Trustees Room Drop-In Use Agreement be completed and a photo id be presented.

Approved by the Pembroke Library Trustees on October 14, 2004. Revised and approved on December 20, 2023.