



# Meeting Room Policy

## Pembroke Public Library

### **General Principals and Purpose**

The Pembroke Public Library welcomes the public use of its meeting spaces in keeping with the Library's mission to provide a welcoming space for the inspiration, education, and empowerment of community members by giving people access to resources, ideas, information, and experiences.

### **Meeting Room Use**

The Pembroke Public Library meeting spaces are 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. Groups are defined as a minimum of 2 persons. 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.

### **Requesting the Meeting Room**

Application forms should be submitted at least one month before the date needed, and may be submitted up to 12 months before the date needed. To promote the accessibility of the meeting spaces to a wide variety of community groups, no group may consider the Library its permanent meeting place. A single group may not use the meeting spaces for more than four hours at one time, and more than twice per month, unless approved by the Library Director.

Permission to use a room is not transferable. Meeting room users agree to pay for any and all damages resulting from use including the actions of event attendees. Applicants will acknowledge receipt of Meeting Room Usage Policy on their application. The person submitting the application will be held responsible for any clean up or damages to the facility.

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 at the time of the meeting. The Library reserves the right to keep the deposit if cancellation is not made 24 hours prior to the meeting.

Room use requests are prioritized 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)

### Room Availability & Fees

Room	Capacity	Available Hours	Fees (if applicable)	Room Features/Restrictions
Large Meeting Room	100	Monday – Thursday, 9:00am-7:45pm Friday – Saturday, 9:00am-4:45pm	\$50, 1-3 hours \$20, each additional hour	10 tables and 110 chairs (movable) AV Equipment Kitchen for light refreshments
Trustees Room	10	Monday – Thursday, 9:00am-7:45pm Friday – Saturday, 9:00am-4:45pm	\$20, 1-3 hours \$10 each additional hour	1 table, 10 chairs Whiteboard No food or beverages

### Rules for Use

Room Use: Groups using the meeting rooms must not disrupt the normal functions of the Library and must follow the Pembroke Public Library’s Library Use Policy (*Approved and Voted by the Trustees on 2/21/2024*). Excessive noise is not allowed. Meetings may be terminated if they are disruptive to library services. Light refreshments are allowed in the Large Meeting Room; food and beverages are not allowed in the Trustees Room. Alcoholic beverages are allowed only at Library sponsored events. No items may be stored in the meeting spaces. Smoking is not permitted in the building.

Set Up: Room users are responsible for arranging the room for their use and for returning the room to the original room set up after their use.

Ending Meetings: The room must be vacated by the agreed upon time. A Library staff member 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 as private individuals, businesses, condominium associations, and for-profit organizations.

Cancellations: The group leader must notify the Library if the meeting is cancelled. If a group fails to use the reserved time without notifying the Library, future use may be revoked without notification.

Unexpected/Emergency Closings: If the Library is closed due to inclement weather or another unanticipated reason, the meeting room will not be available. The Library will attempt to contact all meeting room reservation holders, but the Library recommends room users check the Library website and social pages for any closing announcements.

Police Presence: The group leader will be notified if the Trustees or the Library 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.

Fundraising: Only the Friends of the Pembroke Library and The Pembroke Library Foundation, 501(c)(3) organizations formed to support the Pembroke Public Library, are allowed to engage in fundraising activities in the Library or on Library grounds. Fundraising or drop box donations of any type in the Library or on Library grounds by other persons and organizations that do not directly benefit the Pembroke Public Library will be reviewed by the Library Director on a case-by-case basis. Organizers must receive written permission from the Library Director, who may consult with the Board of Trustees on such matters. Commercial sales are prohibited on-site at the Library, except those provided as part of a library-sanctioned program, such as an author selling copies of their book following an author talk. 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 in the Library or anywhere on Library property at any time. See the Pembroke Public Library Donations, Gifts, & Fundraising Policy (*Approved and Voted by the Trustees on 1/15/2025*).

## **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 organization's/group's use of the meeting room.

### **Trustees Room Drop-In Use**

The Trustees Room can be used for individual or small group (1-3 people), 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. Revised and approved on January 15, 2025.*