Meeting Room Application & Policies
Erving Public Library

1. Room Use Policy

The purpose of the Erving Public Library Meeting Rooms (Community Room, Business Center and the Collaboration Room) is to support programs and functions that further the goals of the library. When not being used by the library, these rooms are available to town boards, committees, non-profit groups, individuals and businesses, for educational, recreational, and civic purposes.

The Trustees of the Erving Public Library have formulated this policy for the use of the Meeting Rooms to ensure that Erving residents have the greatest possible access to educational and cultural opportunities. The library encourages events that are free and open to the public. Free events have priority over fee-based events. Resident use has priority over non-resident use. Resident use is free but may require a refundable key and cleaning deposit. Non-residents are required to pay a fee and the refundable key and cleaning deposit (see Fee Schedule).

A Library sponsored or co-sponsored program or event requires no fee or deposit.

The Meeting Rooms are made available as a public service. Use of a room in no way constitutes an endorsement of the program or philosophy of the group or individuals using the facilities. The Trustees reaffirm the American Library Association's Bill of Rights, which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting its use. Only the Community Room, Collaboration Room and the Business Center can be reserved. All other rooms are not available for non-library events.

The Erving Public Library is located at 2 Care Drive, Erving, MA 01344. Staff can be reached during open hours: Sunday & Wednesday 10am-4pm, Monday & Tuesday 12-6pm, Thursday 1-7pm by phone (413-423-3348) or by email (library@erving-ma.gov). The Library Director can be reached via email (abigail.baines@erving-ma.gov) and can receive calls and texts regarding approved events (413-800-6875).

Neither the Board of Library Trustees, the Library staff nor the Town of Erving shall be responsible for supervision of children, or for injury to persons or property, or loss or damage of property, that occurs while using any area of the library. The applicant will also indemnify and hold Trustees or Town harmless for any injuries sustained during the use of Library. Applicants must read, check, and sign the **Applicant Responsibilities Checklist.**

Included:
1. **Room Use Policy**
2. **Applicant responsibilities checklist**
3. **Room descriptions and locations**
4. **Fee Schedule**
5. **Meeting room booking procedures for non-library sponsored programs**
6. **Application for room use** (last page)

2. Applicant Responsibilities Checklist

1) Applicants must arrange to pick up swipe card and checklist during regular library hours.

2) The applicant is responsible for monitoring children and the pick-up of all children.

3) Smoking and alcoholic beverages are prohibited on library property.

4) No open flames of any kind are allowed.

5) Nothing may be hung on the walls without the permission of the Library Director.

6) Refreshments may be served. (Please refrain from grape juice and other foods that could stain rugs.) A cleaning fee may apply.

7) Furnishings, floor, and rugs should be covered with a plastic sheet when glue, paint or other potentially messy materials are to be used.

8) Materials may not be sold at the event without the permission of the Library Director.

9) A group is responsible for its own set up and breakdown. All furnishings must be returned to their original locations. To prevent damage to the floors and furniture, please lift tables and chairs. Do not drag across floors or rug.

10) The Community Room must be cleaned if needed and left in the condition that it was found. All garbage and personal property must be removed from the premises.

11) The applicant is responsible for all damage to building, books, furniture, or fixtures during group use of the library.

12) If the event is held before or after regular Library hours, the applicant or designated person must close the doors and return swipe cards in the book drop after the event.

13) Advertisements and notices for non-library programs must note that the Erving Public Library is not a sponsor of the event.

14) All approved reserved events must end by 9 pm. Unreserved events must end before closing.

15) The use of an amplification system of any kind must receive prior approval.

16) The applicant is responsible for organizing the parking for those who attend. No parking on Route 63. Overflow parking is located at the Erving Senior Center but is not available when an event is being held at the Center at the same time. For events that exceed 60 people the applicant must name a parking monitor. For large events the applicant may be required by the Trustees to arrange for police coverage at the applicant's expense.

17) When the Library is closed due to inclement weather on the event day, the event will be canceled as well. Consult with the Library Director to inquire about closings. Should the program be canceled, notices to the public are the responsibility of the applicant. Cancellations can be announced on Facebook, the Town website (http://erving-ma.gov or radio stations of the applicant's choice.)

18) **In case of emergency, dial 911. In case of fire, dial 911 and leave the building. In case of building issues contact the director via text or call (413) 800-6875.**

Failure to comply with the above will jeopardize the applicant's future use of the room.

3. Room Descriptions

Community Room

- Dimensions: 21' x 28' = 588 sq. ft.
- Capacity:
  - Conference set up: 24 people maximum
  - Lecture set up: 56 people maximum with 8 at head table
  - Gathering setup (no chairs/open space):   80 people maximum.
- Equipment:
  - Stackable chairs: 56; Task chairs: 8; Foldable/nestable tables: 4; Folding 6' rectangular tables: 4; kitchenette; smart television with wireless and HDMI connections available; Owl: 360° smart video conferencing camera
  - More chairs and tables may be available if reserved in advance. Chairs taken from storage area must be returned to storage area. Please ask well in advance if setup/breakdown assistance is needed.

Business Center

- Dimensions: 10'x19' = 190 sq. ft.
- Equipment:
  - Task chair and desk; meeting table with 4 chairs; smart television with wireless and HDMI connection; desktop computer
- Description: The Business Center is designed for use by small local business meetings and for personal business (taxes, divorce papers, applications for nursing homes, scholarships, FAFSA, camps, etc.). The room can be reserved for a few hours to provide a quiet and private space. Misuse of the room will result in prohibition from any further reservations. The room can be used on a first come, first served basis, but may be booked up to four weeks in advance.
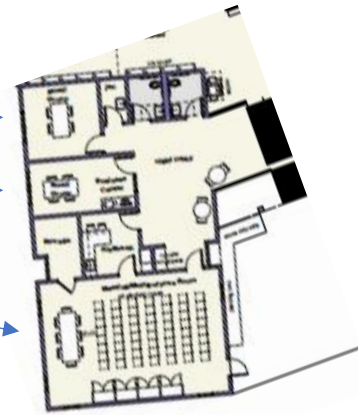
Collaboration Room

- Dimensions: 13' X 13' = 169 sq. ft.
- Equipment:
  - Soft meeting chairs: 4; table; smart television with wireless and HDMI connection
- Description: The Collaboration (Study) Room is designed for students and researchers who are looking for a quiet place to work or for groups who are working collectively toward a goal. This room can be used by individuals who are taking a test, meeting with small committees, collaborating with other students (high school-age and up may use during open hours), tutors, etc. Tutors or others that charge a fee for services must negotiate an acceptable fee for use by submitting a request. Tutors can book the room at the same time for a six-week period but must relinquish the time slot if another request is made. The room can be reserved for a few hours to provide a quiet and private space. Misuse of the room will result in prohibition from any further reservations. The room can be used on a first come, first served basis, but may be booked up to four weeks in advance.

Room Locations
Collaboration Room
Business Center
Community Room

4. Fee schedule

Type of Event	Applicable Fees
Library events, Friends of the Library events or co-sponsored events	No room use fee.
Non-Library events sponsored by Erving residents, or students with valid ID	No room use fee. Refundable swipe card deposit of $25 if held before or after library hours. Refundable $25 cleaning fee.
Non-Library events sponsored by non-residents approved by Library Director	Room use fee of $25. Refundable swipe card deposit of $25 if held before or after library hours. Refundable $25 cleaning fee.
Non-Library use by persons charging a fee to participants	Sliding scale room use fee of $0-$50, determined by the Library Director and Board of Trustees Chair on a case by case basis. Inquire with the Director. Refundable swipe card deposit of $25 if held before or after library hours. Refundable $25 cleaning fee.
In the event that a program is canceled by either the sponsor or the library before the scheduled time, the fees will be refunded. The swipe card must be returned in the book drop after the event. Cleaning fees are refundable only if the room is left in the condition it was found in. Refunds can be picked up during open hours, or you may request return by mail.	

5. Meeting Room Booking Procedures For Non-library Sponsored Programs

- ❑ Applicant must be 18 years of age or older.
- ❑ Application must be made at least one (1) week prior to proposed use.
- ❑ The Library Director will notify applicants of approval within 4 days of request.
- ❑ Individuals wishing to offer classes in the community room and charge a fee must obtain sponsorship from the library or other town department or pay a fee as determined.
- ❑ For applicants who will charge a fee to participants without sponsorship and for non-Erving residents, fees must be paid to the library at the time of application. Make checks payable to the Town of Erving. (See fee schedule.) All checks will be held until after the event date or notice of cancellation.
- ❑ If an event is canceled, the Library Director must be notified immediately.

6. Erving Public Library Application for Room Use

I am requesting to use space in the Erving Public Library, 2 Care Drive, Erving, MA	
Name:	Erving Resident/Staff: ❑ Yes ❑ No
Address:	Date Submitted:

Phone:	Email:

Check box for the room you are reserving: ❑ **Community Room** ❑ **Business Center** ❑ **Collaboration Room**	Is the entity: ❑ For Profit ❑ Non-profit	Are you charging a fee to participants: ❑ Yes ❑ No

Event Date:	Event Time:	

Do you need setup or breakdown time? If yes, please specify:

Other notes about your request:

I have read and understand the:
❑ Meeting Room Policy (1)
❑ Applicant Responsibility Checklist (2)
❑ Fee schedule (4)

Print: _____ Sign: _____ Date: ___/___/____

FOR STAFF USE:

❑ Approved by the Director   Approval Date: ___/___/____   Initials: _____

Room Use Fee: ❑ No Fee ❑ $25.00 ❑ Sliding scale $5-$50 _____ ❑ Fee received	**Cleaning Fee:** ❑ No Fee ❑ $25.00 ❑ Fee received ❑ Room cleaned ❑ Fee refunded	**Swipe card:** ❑ Not issued ❑ Issued. Return by Date: ___/___/_____ ❑ Deposit of $25 required ❑ Card deposit received ❑ Card returned ❑ Deposit refunded