

## Holyoke Public Library Meeting Room Use Policy

### Policy Purpose

This policy has been formulated and revised to ensure that Holyoke residents have the greatest possible access to educational, civic and cultural opportunities and meeting space.

### Introduction

The primary use of the Holyoke Public Library's Community and Board Rooms are for Library sponsored programs, and Library-related organizations. When Meeting Rooms are not in use by Library, the *Rooms are made available, as a public service*, to be used by Massachusetts' educational, civic, cultural or other non-profit groups for activities that do not conflict with Library's mission and function; *and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities. Meeting Rooms are not available for the benefit of private individuals or commercial concerns.*

Meeting Rooms are available during hours that the library is open.

From September-May: Monday-Thursday, 9am-8pm; Friday and Saturday, 9am-3pm. From June-August: Monday-Thursday, 9am-5pm; Friday and Saturday, 9am-3pm.

### Rooms Available at the Library

*No food or beverage other than water is allowed inside the Library*, except in the Community Room where light refreshments and non-alcoholic beverages may be served.

- Community Room (for group over 15 people) on Ground level -- equipped with AV system, lectern (podium), six 6' x 4' folding tables, 75 chairs.
- Board Room (for groups from 8-15 people) on First floor -- equipped with large conference table, seating up to 15, whiteboard.
- Group Study Room (for groups under 8 people) on Third floor -- equipped with seating for up to 8 around library table, whiteboard.
- Quiet Study Rooms on Fourth floor -- designed for 1-2 people; equipped with table, two chairs and whiteboard.

### Eligible Organizations (in priority order)

- Library-related activities, such as library's programs/events, staff training/meetings, etc. – top priority
- Library-related groups, such as Library Board, Friends of the Holyoke Public Library
- Massachusetts' educational, cultural, civic or charitable (nonprofit) groups

### Exclusions/ Uses not allowed

1. Private parties (e.g., birthday parties, baby showers, etc.)
2. For-profit individuals/companies promoting or selling services or products
3. Selling of merchandise, other than to benefit the Library
4. Repeat use by a group that has in past caused damage, violated library policies, or failed to comply with stated conditions of room use. (See section on *Responsibility, Liability, and Fees.*)
5. Political campaigning (MA law restricts use of public buildings for political purposes.) A political party or group may use space at the Library **IF** these criteria are met:
  - a. The event features a guest speaker or program on a theme or topic and is not a campaign rally
  - b. The event is open to the public

- c. No admission fee is charged
- d. It is held during library open hours
- e. No fundraising or collecting of money takes place in the building or on the property
- f. No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property
- g. The event is advertised as “*Presented by group x*” and/or “*held at Holyoke Public Library.*”
- h. *Holyoke Public Library must not be listed as a host or sponsor on any flyers or advertising.*

## **Reservations**

**Reservation form must be submitted, at least one week before the date of the event.** There is no access prior to the requested time (no earlier than 8:30am) and the room must be vacated thirty (30) minutes before the library closes (no later than 8pm Mon.-Thurs. or 3:30pm Fri. & Sat.). Events in the Community Room must also conclude thirty (30) minutes before the library’s closing time — unless previous arrangements have been made (and fees paid) for After Hours use. Please allow time for setup and cleanup in addition to program time.

**Room applications may be submitted in person, via mail, or by email to [reservation@holyokelibrary.org](mailto:reservation@holyokelibrary.org).** Application forms are available at the Circulation Desk and by email request to [reservation@holyokelibrary.org](mailto:reservation@holyokelibrary.org) or [library@holyoke.org](mailto:library@holyoke.org).

After receipt of a completed application, staff will check that the reservation requirements (eligibility, available space, timing, signature on reservation form) are met and the availability of space. A confirmation of reservation date/time will be provided as indicated on reservation form.

**Reservation limitations:** Non-library related groups may not reserve a space more than twice per month.

***Reservations require approval*** by the Library Director or designee.

***No admission fees may be charged.*** If there is a charge or admission fee to attend a program during hours that the library is open, this activity may not restrict access to regular library services and collecting of money **cannot** take place in the building or on the property. The Friends of the Holyoke Public Library may charge admission for programs held to benefit the Library. A fee of \$25/hour is charged during library open hours...minimum charge is \$75.00

## **After Hours use**

The Community Room, with its separate entrance and adjacent kitchenette, is the only space that may be reserved outside of regular library hours. (A fee of \$75/hour is charged after hours...minimum charge is 4 hours, \$300.00)

## Responsibility, Liability, and Fees

1. Groups sponsoring events are responsible for liability of the participants, both active participants and the audience, in any program on Library property.
2. After use, the room and grounds must be returned to the condition in which it was found. Should cleaning or repair be required after an event, the event sponsor will be charged the actual cost of cleaning and/or repairs.
3. All events in library's meeting rooms must conclude, and the room be cleared, ***one half hour before the library's closing time***. Events in the Community Room must also conclude one half hour before the library's closing time — unless previous arrangements have been made (and fees paid) for AFTER HOURS FEE.
4. AFTER HOURS FEE for non-profit organization: \$75/hour.
5. AV equipment: For the smaller rooms, organizations are encouraged to bring their own AV equipment. Library AV equipment (e.g., LCD projector, speakers) may be reserved on a first come, first served basis; AV equipment request must be made with reservation form. ***Persons using library equipment will be responsible for any damage made to equipment.***
6. SET-UP Fees may be charged for groups requiring extensive staff time to set up furniture and/or equipment in advance of an event.
7. Notify library staff of cancellations.

## Rescheduling and Cancellations

**It is important that any cancellation is communicated promptly** and clearly, preferably at least five (5) days before the reserved date, if possible. Organizations that reserve library space, but fail to show or call to cancel, may not be eligible for future room use privileges.

### **Snowstorms or unforeseen emergencies may cause disruptions of library hours.**

Organizations may reserve “snow dates” if they wish. ***As a rule, from September to May, if the Holyoke Public Schools close due to inclement weather, the Holyoke Public Library will also close.*** Announcements of such closings, whether closing early or not opening or delayed opening, are made via TV Stations (WWLP Channel 22 NBC, WSHM Channel 3 CBS, Channel 61 FOX, and WGGB Channel 40 ABC), and if possible on the library website, [www.holyokelibrary.org](http://www.holyokelibrary.org). The Library staff will attempt to contact sponsoring organizations if the Library closes before scheduled events, therefore, forcing cancellation of a program/event. However, ***it is the group's responsibility to ascertain that the Library has not opened for the day by checking the above-mentioned sources.*** Signs will be posted at the Library entrances if the Library must close early.

***The Library Director and Board of Directors reserve the right to cancel an event if library policies are violated.***

Questions about this policy should be directed in writing to the Library Director. The Library Director will interpret the *Room Use Policy*, and if necessary, may reassign spaces when conflicts arise or conditions (e.g., number of people attending) change.

## ALA Bill of Rights

The Board of Directors of the Holyoke Public Library reaffirms 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 their use.

*Approved by Library Board of Directors May 12, 2015; Revised 6/1/2016; Revised 5/26/17*