

## **Duxbury Free Library Policy: Meeting Room Use**

The Duxbury Free Library offers use of its public meeting rooms to both non-profit and profit-making entities. These include the Merry Room, the Setter Room, and the Lanman Room. Non-profit entities may use the meeting rooms for free. Profit-making entities will be charged fees. Meeting rooms must be booked by persons eighteen (18) years of age or older. Library needs take precedence over outside requests.

Meeting rooms are available for booking as follows:

- The Merry Room and the Setter Room are available when employees are scheduled to be in the building.
- The Lanman Room may be used only during library operating hours, except by special arrangement with the Library Director.

Use of the meeting rooms by any group in no way implies endorsement by the Library of that group's policies or activities. Use by individuals or groups for the purpose of conducting a political campaign or advocating an issue before the electorate is welcome as long as the library can meet state requirements for provision of equal access.

Events held by outside groups will not be advertised in library materials. Publicity and marketing materials for these events must include a disclaimer that the event is not sponsored by the Library.

Rooms may not be reserved for private parties, private receptions, or social occasions. Profit-making entities which reserve rooms for independent programs open to the public are prohibited from charging admission to their event or selling products or services at the event.

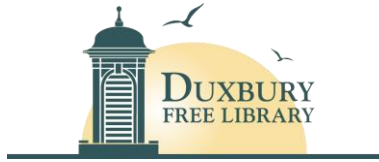
The serving of alcoholic beverages during an event is permitted only at functions sponsored by the Library or its fund-raising and/or affiliate organizations. Any application must meet the requirements of the Board of Selectmen Manual, Section 4, and be approved by the Board of Library Trustees before an application is submitted to the Selectmen.

Per the Library's Safe Child Policy and the Use of Library Policy, all children grade 3 and younger must be directly supervised by a responsible person in the same room of the library. Meeting room users and their children must exhibit appropriate behavior that does not interfere with the use of the library by other patrons, nor interferes with a staff member's completion of their duties.

By checking the agreement box at the bottom of the online room reservation form, the individual representative, group or organization, along with their members, guests, or invitees, agree to forever indemnify, hold harmless, and release the Town of Duxbury, the Duxbury Free Library, its Board of Trustees, the Library Director, and all their employees, volunteers and assigns from and against any and all personal or property losses, claims, theft, damage, liability, injury, demands, and all expenses (including legal expenses) that may occur on the premises during room use. The Town of Duxbury/Duxbury Free Library may also require proof of liability insurance in the form of a Certificate of Insurance naming the Town of Duxbury as an additional insured and to be provided with application for use.

Requests for reconsideration of the policy:

- An individual or group may appeal this policy by discussing the issue in question with the director. The director will make a decision and notify the person in writing.
- If the party wishes to appeal the decision, they may send a written request to the Board of Trustees.
- The Board of Trustees will discuss the concern with the party at a Board meeting. The Board will vote on the appeal and send notification of the decision in writing within seven days of the vote. The decision of the Board is final.



The Board of Library Trustees endorses the following procedures:

**Booking Procedures:**

- Online reservations for the use of a meeting room must be made at least seven (7) days prior to the date of use. Reservations with less notice must be made by email to the Library’s administration office.
- Requests are accepted on a first-come, first-served basis.
- Scheduling conflicts are resolved at the discretion of the Library Director.
- Twenty-four (24) hour notice of cancellation is required, except in a weather emergency.
- When you select the hours you would like to be in the room, please include enough time for set up and clean up. The room will not be unlocked until ten (10) minutes before the start time requested on the application.

**Regulations for meeting room use. Failure to follow regulations may result in forfeiture of future use:**

- All facilities must be restored by the user to their original condition.
- Equipment owned by the Library may be made available at the discretion of the Library Director. Any additional equipment must be approved by the Library Director.
- All posted room capacities, safety requirements, etc., are to be carefully observed.
- Activities must end at times specified by the Library Director.
- All food and drink must be confined to the Lower Level.
- No program or meeting shall interfere with or disturb the normal operation of the library.
- The individual representative, group or organization, along with their members, guests, or invitees, are responsible for the restitution of the Library premises for all damages occurring during time of room use and will be billed accordingly for any and all costs incurred for reparations, including, but not limited to, excess cleaning fees.

**FEES:**

- Fees are to be paid in full one (1) week in advance. Any incurred expenses (damages, police attendance, etc.) must be paid within twenty-four (24) hours.
- The fee structure for use of the meeting rooms shall be as shown on the fee schedule adopted by the Board of Library Trustees.
- Non-profit groups may use the rooms for free during library hours. Other groups will be charged fees. Checks must be made payable to the “Town of Duxbury”.

Room	Capacity	Fee
Merry Room, lower level	80	\$120.00 for 1-3 hours, \$40 for each hour thereafter
Setter Room, lower level	20	\$40 for 1-3 hours, \$15 for each hour thereafter.
Lanman Room, upper level	10	\$40 for 1-3 hours, \$15 for each hour thereafter.

*This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.*

*Adopted: Library Board of Trustees, 10/14/1997  
Last Revised: 10/17/2023*