

Gafney Library Meeting Room Policy

The Gafney Library (Gafney) community room is intended for use by Wakefield and Brookfield nonprofit groups and governmental agencies for civic, cultural, informational, and educational purposes of non-commercial nature.

Any group not based in Wakefield or Brookfield requesting use of a meeting room must show substantial connection to the Towns through its stated mission, service area, or membership.

The Gafney Board of Trustees subscribes to Article VI of the Library Bill of Rights which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Community Room Use Guidelines

Room capacity: 50 people

While there is no fee for use of this space, donations are welcome.

A completed **Meeting Room Use Application** must be received by the Gafney at least one week prior to the meeting date requested. A reservation is not valid until the completed application is on file and approved by the Gafney.

Limitations/Not Allowed:

- Personal or family parties such as birthday parties, play dates, baby showers, etc., cannot be hosted in the community room.
- Fundraising activities, except those that result in a direct benefit to the Gafney and have received prior approval from the Library Director are not allowed.
- Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum are not allowed.
- Commercial and for-profit purposes e.g., programs or events (including but not limited to workshops or seminars) held by for-profit organizations involving the sale, advertising, solicitation, or promotion of commercial products or services are not allowed.
- Any use or activity that is in violation of local, state, or federal law is not allowed.

General Information:

Free wireless connection to an unsecured network is provided. If using other technology owned by Gafney, the user must demonstrate knowledge of the equipment. Staff training at least one day in advance of the program is recommended.

Folding tables and chairs are available. Setup and takedown are the responsibility of the group using the community room.

Food and drink are allowed in the community room. The kitchenette is intended to provide an equipped space to execute the final stages of food service and is not intended or designed to prepare food from scratch.

Program participants should not approach library customers for the purpose of encouraging program participation. Marketing materials should remain in the community room during the program.

Permission for groups composed of minors (under the age of 18) to use the meeting room will be granted only to adults who accept responsibility for supervising them throughout the activity. A ratio of one adult to eight minors is suggested.

All activities must be confined to the community room.

Nothing is to be attached by any means to the walls, floors, ceilings, doors, etc.

Tobacco products, marijuana products, illegal drugs, or alcohol may not be used anywhere in the Library. This includes vapor-based products.

No animals, except those trained to assist the disabled, are allowed in the building without approval by the Library Director.

The Library does not provide storage facilities. All items used must be delivered/unloaded during a user's booked time in the meeting room and removed immediately afterwards.

The community room should be left the way it was found. All supplies, food, drinks, and trash should be removed by the user at the completion of the program – "pack it in, pack it out" policy. The kitchenette area must be left clean, all items used restored to their original location. A cleanup fee based on actual cost may be charged for the room left in a disorderly condition.

Noise levels shall be kept consistent with the proper atmosphere of the Gafney at all times.

Gafney permission for a group to use the community room does not constitute endorsement of the group's philosophy or objectives. No group will imply in its advertising or during a meeting that the Gafney sponsors or supports the group, group's meeting, or presentation without first receiving permission in writing from the Library Director. The name and address of the group may not be used as the official address or headquarters of an organization.

All activity in the community room shall comply with the Gafney **Patron Code of Conduct Policy** and other established Gafney policies. Failure to abide by the rules of the Gafney, other misuse of a meeting room, or failure to give a 24-hour notice of cancellation will result in a group being asked to leave and being barred from use of the Gafney community room for one year.

Parents or guardians attending a program or meeting in the community room must abide by the Gafney **Unattended Children policy**.

All agreements to use the rooms are temporary, revocable, and conditional. The Gafney reserves the authority to revoke the agreement in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions upon the agreement in the public interest.

The Gafney is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Gafney by any group or individual attending a meeting, nor for injury to a person or persons attending the meeting.

Community Room Reservations:

First priority for bookings will be reserved for Gafney sponsored programs or programs co-sponsored by the Gafney.

No use of the community room shall be allowed before the Meeting Room Agreement form has been signed by both the responsible adult representative of the group and the Library Director or designee. The use and scheduling decisions of the Library Director or designee shall be final, and both have the authority to terminate any event at his/her sole discretion.

No reservations may be made more than 90 days in advance unless granted by the Director. An exception includes The Friends of Wakefield Libraries (FOWL). Any long-term space reservation will be considered but not assured.

The person who signs the **Room Reservation Form** shall be present during use, is responsible for opening and closing the community room, and is required to leave the space in a neat and orderly condition, including returning the furniture to its original location unless otherwise notified by Gafney personnel. All doors and windows must be locked, and all lights turned off. This role is not transferable. A fine of \$25 may be charged if lights are not turned off.

The Library Director reserves the right to reclaim the use of the meeting room for Gafney programs with advance notice to the user whenever possible; to relocate a user to another area more suited for its size and function, and to limit the annual number of reservations for any one organization.

In the event of a weather or emergency-related closing, we will contact groups and individuals who have a room reservation for that day.

Length and time of meetings:

The Community Room is available for use during library open hours. Permission may be granted by the Library Director to extend a meeting up to two hours beyond the Gafney closing time.

The community room may be reserved for up to four hours two times per month.

Unless the reservation includes provision for after-hours use of the meeting room, all members of the group must exit the community room fifteen minutes prior to closing time.

If a key to the community room is needed, it must be obtained through Gafney staff at least one day prior to the meeting time and dropped off in the outdoor book return box at the end of the meeting. If the applicant loses the community room key, the cost of re-keying will be assumed by the applicant.