



## **Meeting Spaces Policy**

Meeting rooms are reserved for Library and Town programs, and when available, for use by the public. Public use is limited to community/non-profit organizations or businesses for noncommercial purposes. No group or organization shall be denied space because of any reason protected by the Maine Human Rights Act or the beliefs or affiliations of its members. Permission to use the library's meeting spaces does not constitute or imply the Library's or the Town's co-sponsoring of the event, or the endorsement of any group's policies, beliefs, or programs.

Failure to comply with the following guidelines may result in the suspension of a group's privilege to use any Library meeting space.

### **Small Meeting Room: Sun Porch**

The sun porch is suited for quiet study, small meetings, or tutoring and holds up to 13 people (10 seats at a table plus 3 armchairs). There is no fee to reserve this space.

The sun porch can be reserved for a maximum of 4 hours per week up to a month in advance and needs to be actively in use for the entire booking period. If you reserve the sun porch and do not arrive within the first 15 minutes of your reserved time, the room reservation will be released to make it available. Since meeting space is limited, individuals are asked to notify the Library as soon as possible for cancellations. Food is not allowed, but covered beverages are permitted.

### **Small Meeting Space: Youth Table**

The youth table is suited for small meetings or tutoring sessions and can accommodate up to 2 people (1 table and 2 chairs) with at least one child in attendance. There is no fee to reserve this space. This table is in a public space and there should be no assumption to privacy.

Adults are not permitted to reserve this space if they are not working with children on educational or literacy projects. Library staff will cancel reservations that do not include at least one child 18 years old or younger in attendance.

The youth table can be reserved for a maximum of 4 hours per week up to a month in advance and needs to be actively in use for the entire booking period. If you reserve the youth table and do not arrive within the first 15 minutes of your reserved time, the room reservation will be released to make it available. Since meeting space is limited, individuals are asked to notify the Library as soon as possible for cancellations. Food is not allowed, but covered beverages are permitted.



## **LARGE MEETING ROOM**

### **Eligibility Guidelines and Conditions**

The Library has a large meeting room available to the public that holds up to 75, with seating for 60. There are 10 tables and a small stage with a piano. The meeting room also has a built-in projector. The meeting room can be set up in a variety of settings (including auditorium and classroom style) and includes a kitchenette (with refrigerator and microwave) and a podium.

Groups may use the meeting room most hours of the week and are responsible for setting up the room and leaving the room in good order.

Groups (other than library related) may not reserve the room for meetings on an ongoing basis.

The library is not responsible for equipment, supplies, materials, or personal belongings owned by the group or an individual used in the library. A member of the group must be responsible for the operation of audio-visual equipment.

*The following uses of the meeting room are permitted:* meetings, lectures, musical performance, film showings (with licensed permission), community programs, and information fairs. Food and beverages are approved, but groups must supply their own paper products, utensils, dishes, and condiments. Groups must clean up and take all trash and recycling with them and leave the room in the condition it was found. Groups are responsible for the set-up and breakdown of the space.

*The following uses are not permitted:* serving of alcoholic beverages, affixing anything to walls, fixtures or other areas of the room. Meeting rooms may not be used to make sales, enter into contracts, advertise or promote products or services or exchange money or other property of value. An exception will be made for book/music sales connected with a performance or lecture, or events sponsored by the Friends of Freeport Community Library.

### **Reservations and Fees**

Reservations will be made on a first-come, first-served basis. Meeting dates cannot be “held” – all requirements must be complete in order for the date to be secured. To reserve the large meeting room, applicants must fill out a reservation request online; staff will approve or deny the request within 1-2 business days and reach out with further instructions. One person from the group shall accept responsibility for the group’s compliance with the meeting space policy by signing the Request for Use of Meeting Room form after reviewing and agreeing to the use of the room; this form should be returned to the attention of Andrew Hutchinson by email, mail, or in person.



The meeting room is available for \$50 up to 4 hours, and \$100 for an entire day. The fee is non-refundable. Rental charges for meeting room use must be paid in advance of the event. Payment and billing arrangements must be made at the time of the reservation. Groups must provide proof of liability insurance prior to the reservation.

Groups must cancel any reservation for the large meeting room by contacting Andrew Hutchinson at the Library as soon as they are aware that they no longer need the room. Reasonable accommodation will be made to reschedule programs that are cancelled or delayed for weather-related emergencies. The library reserves the right to cancel a scheduled meeting with appropriate advanced notice if the room is needed for library programming.

### **Parking**

Groups using the large meeting room may park in the large lot in front of the library. The small parking lot outside the meeting room is reserved for staff and those with handicap plates/tags.

### **Technology Needs**

The meeting room is equipped with a digital overhead projector and a podium with microphone. Groups must make their technology needs known upon when initially filling out a reservation request online. A member of the group must be responsible for the operation of audio-visual equipment.