

S N O W
Library
Established 1877

**MEETING ROOM
 RESERVATION REQUEST FORM**

PLEASE PRINT

Date: _____

Organization/Group Affiliation: _____

Contact Person: _____

Position: _____

Telephone Number: _____

Meeting Room Requested: *Please refer to Meeting Room Policy for scheduling requirements of each meeting room.*

- _____ Craine Room
- _____ Trustees Room
- _____ Cape Cod Room

Date Requested: _____

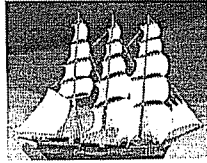
Time Requested: _____

Please State Purpose for Use of Library Meeting Room: *(i.e. description of program, speaker, etc.)*

The sponsoring organization understands and agrees to the Snow Library Meeting Room Policy.

Signature _____ Date _____

FOR OFFICE USE ONLY: _____ *Approved* _____ *Written on Master Calendar*
 _____ *Denied* _____ *Contact Person Notified*



S N O W
Library
Established 1877

MEETING ROOM POLICY

INTRODUCTION:

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

POLICY:

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the Library. No use of meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities or endanger patrons, staff, the Library building or collections.
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups or Library support groups.
4. Commercial solicitations are not permitted although invited authors may provide copies of their books for purchase with prior approval of the Board of Trustees.
5. Authors who wish to use Snow Library meeting room space to promote their work should refer to the Meeting Room Policy Addendum for Author Requests.
6. All meetings held in the Library must be open to the public and free of charge.
7. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
8. All meetings must be held during the regular open hours of the Library.
9. Priority in scheduling the Library's meeting rooms will be given in the following order to:
 - a. Library-sponsored programs
 - b. Groups and organizations affiliated with the Library
 - c. Town of Orleans departments
 - d. Town of Orleans committees
 - e. Neighborhood and community-based groups and organizations of the Town of Orleans
 - f. Other non-profit groups serving the needs of the community
10. The number of those in attendance must conform to the safety regulations of the Library and the Town.

11. Light refreshments may be served, but smoking and alcoholic beverages are not permitted. Serving of refreshments must have prior approval from the Director and comply with the Orleans Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Orleans Board of Health.
12. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.
13. The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.
14. Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment.

MEETING ROOMS:**Quiet Study Room (seats 6):**

The Quiet Study Room is intended to provide a meeting place without distractions.

Cape Cod Room (seats 12):

The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

Trustees Room (seats 15):

The Trustees Room is intended to provide a meeting place for the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

Craine Room (seats 120):

The Craine Room is intended to provide a meeting place for the Library and related organizations, but also for non-profit, non-sectarian organizations in Orleans with cultural or civic purposes and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

SCHEDULING MEETING ROOMS:**Scheduling the Quiet Study Room (QSR)**

In scheduling use of the Quiet Study Room, priority will be given on a first-come, first-served basis to Orleans residents. Reservations for use of the Quiet Study Room may be made in person or by telephone, and will be accepted one week in advance of the scheduled meeting.

Scheduling the Cape Cod Room

The Cape Cod Room is not available for meetings other than those of book discussion groups which are open to the public. Reservations for any eligible book discussion group wishing to schedule use of the Cape Cod Room must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

Scheduling the Trustees Room

The Trustees Room is only available for meetings of the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places. Reservation requests for use of the Trustees Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

Scheduling the Craine Room

Reservation requests for use of the Craine Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting with the exception of monthly book clubs.