

MARLBOROUGH PUBLIC LIBRARY

MEETING ROOM USE POLICY

The Marlborough Public Library offers two rooms, the Bigelow Auditorium and the Story Hour Room, for use by community groups or associations for educational, informational, cultural, intellectual or charitable purposes. The first priority for use of the meeting rooms is to provide space for Library programs and events. Second priority will be given to city agencies, organizations directly affiliated with those agencies, and to non-profit groups. Other organizations may reserve the use of the meeting space as the schedule permits. All programs are to be of an educational, informational or cultural nature. The Library Trustees and Library Director reserve the right to disallow the use of a room for any purpose incompatible with the overall mission of the Library. Library space cannot be reserved for private functions.

RULES FOR MEETING ROOM USE:

Requests for use of a meeting room are made by completing the *Application for Meeting Room Use* form and submitting it to the Library. A signature on the *Application for Meeting Room Use* form constitutes understanding and agreement with the following regulations.

1. The signatory on the application form must attend the meeting/program and assure that the meeting room rules are followed.
2. All programs held at the Library are free and open to the public.
3. There will be absolutely no smoking or serving of alcoholic beverages (including beer or wine) on Library premises. The use of lit candles is also prohibited.
4. A business or commercial entity cannot sell or promote its products or services on the Library's premises.
5. Light refreshments may be served, but to avoid staining of rugs, no dark juices are allowed.
6. Groups are responsible for leaving the room in a clean and neat condition.
7. Meeting rooms must be vacated fifteen (15) minutes before the library's closing time.
8. Organizations will have thirty (30) minutes before the start of their event for setting up the room.
9. Any expenses (damage, police attendance, etc.) are the full responsibility of the organization using the Library facilities. The Library and the City of Marlborough will not be held responsible for the loss or damage to personal property of group members while on the premises.

10. The Library reserves the right to revoke or refuse permission to use the meeting room. Factors including, but not limited to, the possibility that a proposed meeting or event will be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections will result in rejection of the meeting room use application.

FEES FOR MEETING ROOM USE:

Non-profit or for-profit/commercial organizations will be required to pay fees based on the following structure. Permission to use the meeting rooms will be granted to adults only. There will be no charge for the use of the meeting rooms to City of Marlborough agencies.

BIGELOW AUDITORIUM (MAXIMUM CAPACITY OF 70):

Non-profit Organizations:	\$25.00
For-profit/Commercial Organizations:	\$50.00

STORY HOUR ROOM: (MAXIMUM CAPACITY OF 29):

Non-profit Organizations:	\$10.00
For-profit/Commercial Organizations:	\$25.00

There will be an additional charge of \$25.00 for use of the piano.