

# Saugus Public Library

## Meeting & Study Rooms Policy

### Policy Statement

The Saugus Public Library has established the following policy and procedures for use of our meeting and study rooms. The Saugus Public Library reserves the authority to accept, renew, or reject requests for use of the rooms under the established policy.

### Reason for Policy

The primary purpose of the Saugus Public Library's meeting and study rooms is to provide space to the public for quiet study or to hold meetings and programs. This policy establishes rules for reservation of and use of the meeting and study rooms in the Library.

Permission to use a library meeting room does not constitute endorsement of a group's philosophy or objectives by the Saugus Public Library.

### Who Must Comply

All parties who use meeting and/or study rooms at the Saugus Public Library must comply with this policy.

### Description

The Library offers three enclosed rooms for public use:

The Community Room: A 729 ft<sup>2</sup> room equipped with a PC-connected large screen television. With a seating capacity up to 50 people (depending on configuration and use), the room is suitable for programs and large meetings. The Community Room is available for public use (by reservation only) in accordance within the provisions of this policy.

The Fred Brooks Meeting Room: A conference room with a capacity of 12 people which can be used for meetings, small programs, or quiet study. This room may be reserved by the public in accordance with the provisions this policy. When not reserved for other use, this room is available for quiet study on a first-come, first-served basis. Because of the room's capacity, multiple parties will be allowed in separately to share the space. No telephony (phone calls or audible video access) is allowed under these circumstances.

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The Small Study Room: A small, quiet study space suitable for one to two people. This room is available for quiet study on a first-come, first-served basis.

### Room Reservation Guidelines

- Library Management establishes priority for use of the meeting and study rooms as:
  - 1. Library, Library-related organizations, and Town Government use (First Priority)
  - 2. Private groups/individuals for cultural, educational, informational, and/or civic meetings that Library Management deems to be of general interest to the community (Last Priority)
- Because the rooms are in great demand, private use is not allowed on a frequent or regularly-scheduled basis for any private group or individual. Therefore, groups which need the rooms for regular meetings are encouraged to investigate alternative sites for regularly-scheduled or frequent meetings.
- The Library reserves the right to re-schedule confirmed reservations to accommodate library-sponsored programs and events. The library will attempt to give the group as much notice as possible in these circumstances. To minimize this possibility the Library takes private bookings no more than two months in advance. The library will attempt to give the group as much notice as possible in these circumstances.
- Youth groups are welcome to use the meeting rooms. A responsible adult must make the reservation, and that adult must be present during the meeting.
- Any use of the Community Room's audiovisual equipment must be requested at the time the room is reserved via the [online reservation form](#).
- The person completing the request has fiduciary responsibility for the loss of or damage to any and all library equipment, furnishings, and facilities.
- Programs and/or meetings involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm are prohibited even if they are free and open to the public. No sales of merchandise or exchange of money may take place in meeting or events held at the library except for fundraising events by the Saugus Public Library, or sales of books at author-related events.

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- Reservations must be made online (See also Appendix B below)  
- <http://www.sauguspubliclibrary.org/about/meeting-rooms/> Requests will be approved on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Email confirmation and approval from a library staff member must be received before a meeting is held. Attendance is limited to the established capacity of the rooms. See Appendix A.
- The name and contact information of the person requesting the use of the meeting room will be displayed on the library website. The individual who reserved the room or principle person using the room, as noted on the room reservation request, must present identification at the circulation desk prior to the meeting and be present during the room use.
- The library reserves the right to close the building in inclement weather or for other unforeseen emergencies. See [Inclement Weather/Emergency Policy](#). Such closure may curtail or cancel a room reservation.
- The identification, statement, or display of the Saugus Public Library's name or logo in any way that may reasonably be interpreted as implying endorsement, approval or sponsorship by the library is not allowed.
- The individual or group requesting the room will be responsible for the setup, arrangement, and breakdown of the room and for returning the room to the condition it was in before the meeting took place. Users should allow time immediately before and after the meeting for this purpose so that the group is prepared to leave promptly when the library closes (all meetings must end 30 minutes prior to closing).
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- Individuals or groups using the meeting rooms shall secure any necessary performance licenses and shall indemnify the library for any failure on their part to do so.
- Advance notice of at least 48 hours must be given for cancellation of a meeting room reservation.
- There is no charge for use of the meeting rooms; however, a donation to the Saugus Public Library is strongly encouraged and appreciated. Donations are used to support library programs.
- Failure to comply with any of the above regulations or existing library policies may jeopardize subsequent bookings.

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### General

- All meetings or room usage must end 20 minutes before the library closes, as per the schedule posted on [the website](#). This is to ensure that all event participants have left the building prior to closing time.
- The meeting rooms are available for use during normal hours of library operation.
- The library is not responsible for the loss of, or damage to, any property brought on the premises.
- Nothing shall be attached to the walls of the rooms.
- Parents or caregivers bringing young children under the age of eight-years-old to meetings must keep the child with them in the meeting room. See [Unaccompanied Minors Policy](#).
- Library staff reserve the right to remove personal belongings of study room users who absent themselves from the room for more than 20 minutes to make that space available to other patrons who may be waiting to use the room.
- As is the case with the rest of the building, patrons may consume individual, wrapped snack items or lidded/covered drinks in meeting rooms. Consumption of meals, takeout food, outside food deliveries, overly-scented consumables or uncovered beverages is prohibited. The Library staff reserves the right to ask patrons who abuse this privilege to remove the consumable items from the Library. Patrons consuming beverages or food in the library may be financially responsible for any damage resulting from spills or stains. (see [Library User Behavior Policy](#).) Patrons wishing to consume food or drink in the Community Room or Fred Brooks Room beyond that permitted by this policy must obtain permission from the Library Director or their designee as far in advance of occupancy as is possible. The Director reserves the right to refuse permission in the interests of cleanliness and order as well as to prevent disruption of other patrons' use of the Library.

### Resources & Contacts

Saugus Public Library administrative office, 781-231-4168, extension 3100/3122.

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## Meeting & Study Rooms Policy

Approved by  
The Board of Library Trustees  
March 27, 2002.

Amended by  
The Board of Library Trustees  
November 7, 2011; January 1, 2017; June 7, 2018; February 17, 2022 ; November 10, 2022

### **Appendices:**

- A – Saugus Public Library Meeting & Study Rooms
- B – [Meeting Reservation Form](#)