

PUBLIC USE OF THE COMMUNITY ROOM

Policy

The Board of Library Trustees welcomes the use of the Community Room by Town Departments and local, non-profit, civic, educational, or cultural group, when the room is available and when its use does not conflict with Public Library needs or prior commitments made by the Library Trustees. The Community Room may not be used by individuals for the purpose of holding birthday, anniversary, bridal or baby showers, weddings, or other celebrations or private parties. Arrangements should be made through the Reference/Programming Librarian (455-7559 x223). By order of the Needham Fire Department, the seating capacity of the room is limited to 160 persons. Library programs receive first consideration in scheduling events.

The Library Board of Trustees reserves the right to change or amend this policy.

Regulations

The Board of Library Trustees initiates the following regulations:

- A. Organizations which meet the above criteria will be charged a \$30.00 basic fee for use of the Community Room (Town departments exempted). If organizations wish to use any of the audiovisual equipment (microphone excepted), the charge will be increased by \$30.00. A check payable to the Town of Needham must be submitted to the Reference/Programming Librarian at least one week before the scheduled event.
- B. Organizations wishing to use the Community Room outside of library custodian working hours or requiring custodial services beyond opening and closing the Community Room must pay a custodial charge of one and a half times the custodian's hourly rate, with a three-hour minimum. Library custodians work from 7 am to 11 pm on Monday-Thursday, 7 am to 5:30 pm on Fridays, 8:45 am-5:15 pm on Saturdays, and 12:45 pm to 7:15 pm on Sundays September to June, and 12:45 pm to 5:00 pm during July and August.
- C. A Certificate of Liability Insurance in the amount of \$1,000,000 single and \$3,000,000 aggregate is required. The certificate must be submitted to the Reference/Programming Librarian at least one week in advance of the meeting date. Any unchartered, unincorporated, and informal group or individual using the library facilities without a certificate of Liability Insurance must sign a Town of Needham Waiver and Release form.
- D. All meetings held in the Community Room must be free of charge and open to the public.

- E. No meeting may be held that is likely to disturb library patrons, impede library staff, or endanger the library building or collection. The library reserves the right to reject a reservation, if the anticipated meeting is likely to be unreasonably disruptive to regular library functions.
- F. Performers may film their performances, subject to the following:
 - 1. The performer must provide the equipment and personnel to do the filming
 - 2. The filming cannot interfere with the public's enjoyment of the program

Kitchen Regulations:

- A. Only preparation of light refreshments involving no cooking will be permitted in the kitchen. Kitchen facilities may be used for preparing coffee or tea or the coffee pot may be set up in the Community Room.
- B. Groups must provide their own dishes, utensils, linens, paper goods, etc.
- C. The Community room is not available for serving club dinners.

Furniture Set-Up Regulations:

- A. Notification of any special seating arrangement must be given at least one week in advance.
- B. All equipment needs must be given at least one week in advance.

Audiovisual Regulations

- A. The audiovisual equipment in the Community Room is available to groups using this room. In order to use the equipment a person in the group must demonstrate his/her expertise to the Reference/Programming Librarian at least one week in advance of the meeting time. The library reserves the right to refuse equipment use, if no person in the group has a satisfactory level of expertise.

Miscellaneous Regulations:

- A. Public restrooms are available for people using the Community Room
- B. No tickets may be sold and no moneymaking functions may take place.
- C. Nothing may be attached to the walls of the Library.
- D. No alcoholic beverages may be served (Needham general by-law 3.1.10).
- E. Smoking is not permitted in any part of the Library (Board of Library Trustees' policy).

- F. A booking slip must be filled out and returned to the Reference/Programming Librarian at least two weeks in advance, in order to hold the Community Room for a given date.
- G. The Board of Library Trustees reserves the right to refuse the use of the Community Room to any organization abusing the privileges set forth above.
- H. The Board of Trustees reserves the right to waive any of these regulations. The waiver request must be made in writing and filed with the Community Room application form. The request will be forwarded to the Board of Trustees for consideration at its next meeting.

Approved January 1993,
Amended May 1998, July 1999,
January 2000, August 2000
December 6, 2005,
December 13, 2005,
October 10, 2006,
June 12, 2007, April 12, 2018

Community Room Application Form

Date of Application _____

This application must be filed at least two weeks in advance to reserve the Needham Public Library Community Room. Please fill out completely and return to: Reference/Programming Librarian Needham Public Library 1139 Highland Avenue Needham, MA 02494.

Fee There is a **\$30.00** fee for groups using the Community Room. There is an additional charge of **\$30.00** for use of the audiovisual equipment (microphone excepted). Payment is due one week before the meeting date. Please make check payable to **TOWN OF NEEDHAM** and submit to the Reference/Programming Librarian.

(Name of Organization)

requests the use of the Community Room on: _____
(dates and times)

This application is being made for the organization by:

(Name, Address, Daytime Phone, Evening Phone, Email Address) who personally accepts responsibility for payment of fee, damage to library property, and observance of regulations.

Number in group _____

Purpose of Meeting _____

Equipment required:

How many Tables _____

Arrangement of tables? (Square, U-shape, School Room, etc.) _____

How many Chairs? _____ Arrangement of chairs (Lecture style, Circle, etc.) _____

Please Diagram your setup on the back of this form.

Do you need to use the Projector: **YES or NO** (please circle one)

Are you bringing your own laptop: **YES or NO** (please circle one) **PC or MAC** (please circle one)

We can connect via VGA or HDMI cords. We do not support Macs, so please bring your own dongle to connect using our cords.

Do you need a Computer: **YES or NO** (please circle one) We have **Microsoft Office Suite 2013** installed on our desktop machine. Please bring your presentation on a thumb drive the day of your event.

Do you need to use the Screen: **YES or NO** (please circle one)

2 Hand Held, 2 Lavalier and 4 Wired Microphones are available – Please list your needs on the line below:

Do you need a Whiteboard? _____

Do you need access to the Pantry? **YES or NO** (please circle one)

All Applicants who intend to use the audiovisual equipment must make arrangements to come in for training on the system with the Reference/Programming Librarian at least one week prior to your event.

WAIVER AND RELEASE

I, _____, declare that I intend to use some of the activities, facilities, programs or services offered by the Town of Needham. In consideration of being allowed such use, I do hereby waive, release, and forever discharge the Town of Needham, its officers, employees, agents, representatives and all others acting on its behalf from any and all claims or causes of action (known or unknown) for any and all injury, illness, damage or loss that may occur to me or my property as a result of my participation in any aspect of the activities, facilities, programs and services offered by the Town of Needham.

I agree that my participation in any and all activities, facilities, programs, and services provided by the Town of Needham is strictly voluntary. I further agree that I assume full responsibility for my participation in such activities, facilities, programs, and services provided by the Town of Needham and I assume any and all risk of injury, illness, damage, or loss that might result. I also agree to assume all risk of damage, loss, or theft to or of any of my personal property.

By signing this WAIVER AND RELEASE, I acknowledge that I have read and understand its contents, and agree to be bound by the terms thereof in its entirety.

Print Name:

Signature:

Date: ____ / ____ / ____

If 18 or under, signature of parent or guardian required:

Date: ____ / ____ / ____