

# PLYMOUTH PUBLIC LIBRARY - FACILITY USE INFORMATION – Page 1 of 2

*Revised – Effective for all meetings on or after July 1, 2006*

## All Meeting Room Users Must:

- Submit Application for Facility Use by the Monday prior to the week of the event to allow time for processing.
- Leave facilities in the same condition found upon entry - Room must be returned to original set up.
- Observe all maximum room capacities.
- Make sure publicity associated with event does not imply Library sponsorship.
- End activities by time specified in agreement - Premises must be vacated by Library closing time.
- If you are not going to be on site for your meeting, make sure person on site is aware of arrival & departure times, rules, etc.

## Reserving Meeting Rooms:

- Meeting rooms are reserved on a first come first served basis following this schedule:

<u>Reservations Begin...</u>	<u>For Dates Between</u>
May 1	July 1 – September 30
August 1	October 1 – December 31
November 1	January 1 – March 31
February 1	April 1 – June 30

- Application for Facility Use must be submitted by the Monday prior to the week of the event to allow time for processing.
- Application approval is pending meeting room availability, compliance with Library Policy and approval by Director. Once application is approved, confirmation will be mailed, faxed or emailed.
- The Library reserves the right to review, accept or reject any or all applications for meeting room use.
- The Library reserves the right to cancel any other previously scheduled use of the rooms when necessary. Twenty-four hour notice of cancellation is given by the Library whenever possible.
- Use of meeting room in no way constitutes endorsement by the Plymouth Public Library of group's activities or policies.

## Meeting Room Capacities, Hours and Fees:

	Capacity	Hours	Fee	
			Up to 3 Hrs	Ea Add'l
<b>Otto Fehlow Room</b>	Is set for: 30 Maximum capacity: 100	Mon – Tues 8:30 AM – 8:30 PM Wednesday 12:00 PM – 8:30 PM Thursday 12:00 PM – 4:30 PM Friday 8:30 AM – 4:30 PM Saturday 10:00 AM – 4:30 PM Sunday (Sept-Jun) 1:00 PM – 4:30 PM	\$100	\$25
<b>Board Room</b>	Is set for: 16 Maximum capacity: 20	Mon – Wed 10:00 AM – 8:30 PM Thurs – Fri 10:00 AM – 4:30 PM Sat & Sun Not Available	\$50	\$10
<b>Manomet Branch</b>	Is set for: 25 Maximum capacity: 35	Mon & Thurs 9:00 AM – 8:30 PM Wed & Sat 9:00 AM – 4:00 PM Tues, Fri & Sun Not Available	\$45	\$10

- There will be no charge for use by a non-profit entity (with 501(C)3 status) or community organization/ club open to all Plymouth residents, unless organization is sponsoring a profit making program. The Library gladly accepts donations.
- For profit organizations, and businesses and groups not matching above description, are charged a room use fee as listed in the chart above. Fee is due prior to the meeting.
- The Library collects from all meeting room users 10% of any admission fees or monies collected from the sale of items or charges for services (tuition, etc.).
- No admission fees may be charged, nor any monies collected without the express written permission of the Library (with the exception of charges for refreshments).
- Meeting room activities must end by time specified in agreement. Premises must be vacated by Library closing time.

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### Publicity:

- Any publicity associated with event cannot imply Library sponsorship unless the Library has given written permission.
- Postings of meeting are allowed only in designated areas and must be arranged in advance.
- The Library reserves the right to post or publicize businesses, organizations or individuals that use the meeting rooms.

### Responsibility and Liability:

- All maximum room capacities are to be observed.
- Facilities should be left in the same condition found upon entry. Rooms must be returned to original set up.
- Groups using Library facilities and equipment are responsible for any damages.
- Groups leaving the meeting room in an unacceptable condition will be charged a \$25 fee (plus damages, if any).
- Meetings are to be conducted in an orderly manner and participants should avoid disturbing library patrons.
- The Library assumes no responsibility for any item left in meeting facilities.
- Organizations may be required to provide a certificate of insurance or to sign a hold harmless agreement.

### Alcohol Policy:

- Applicants wishing to serve alcohol are responsible for requesting a special permit from the Board of Selectmen of the Town of Plymouth. Application for this permit must be submitted to the Selectmen at least four weeks prior to the event.
- Applicants wishing to serve alcohol are required to note this on the application form as well.

### Accessibility:

- Plymouth Public Library meeting rooms and restrooms are wheel chair accessible.
- Personal Listening systems are available for use in the Fehlow Room thanks to a LSPD grant received by the Plymouth Public Library. Reservations to use system must be made in advance. The PA system must be on and presenter must speak through microphone for listening system to work.

### Wireless Internet Access:

- Wireless internet access is available at both the main Library and Manomet branch.
- You will need to bring your own laptop computer and it will need to have built-in WiFi or WiFi network card.
- No special encryption settings, user names nor passwords are required.
- The library can make no guarantees as to compatibility of your equipment with the library's network.
- Printers are not part of the Wireless Internet Access program.
- You are responsible for knowing how to configure your own equipment.

### Directions to the Plymouth Public Library, 132 South Street in Plymouth (508) 830-4250:

From the North:

Rt. 3 South towards Cape Cod  
Exit 5  
Take Left at end of ramp  
Straight through two sets of lights  
Follow for ½ mile, Library is on right

From the South:

Rt. 3 North  
Exit 5  
Take Right at end of ramp  
Straight through one set of lights  
Follow for ½ mile, Library is on right

### Directions to the Manomet Branch, 12 Strand Avenue in Manomet (508) 830-4185:

From the North:

Rt. 3 South towards Cape Cod  
Exit 4  
Continue straight, merge with MA-3A South  
Follow 3.5 miles  
(pass Stop & Shop on right)  
Take Left onto Manomet Point Road  
Immediately turn Right onto Strand Avenue  
Library is on left

From the South:

Rt. 3 North  
Exit 2  
Take left onto Herring Pond Road  
Take left onto State Road/MA-3A N  
Follow approximately 7.5 miles  
(Pass Mary Lou's coffee on left)  
Take Right onto Manomet Point Road  
Immediately turn right onto Strand Avenue  
Library is on left

