

# PLYMOUTH PUBLIC LIBRARY

## FACILITY USE POLICY

(Revisions: 2/02; 4/17)

### I. INTRODUCTION

The Plymouth Public Library provides public meeting rooms for civic, cultural, educational, community and non-profit groups and individuals. Space is provided to all groups, profit and non-profit. Fees may be charged for the use of library meeting rooms (See Facility Use Application).

Meeting room facilities are made available to the public on an equitable basis, regardless of the beliefs or affiliations of the individuals and groups requesting their use.

Although usage is open to all groups in the Commonwealth of Massachusetts, preference is given to Plymouth based organizations. In formulating this policy, the Plymouth Public Library seeks to accommodate a broad range of associations while upholding a standard of fairness. The Library reserves the right to review, accept or reject any or all applications for meeting room use.

Posting of meetings is allowed only in designated areas and must be arranged in advance. Use of the meeting rooms by any group in no way constitutes endorsement of the group's policies or activities by the Plymouth Public Library.

### II. PURPOSE

Use of the meeting rooms is primarily for Library staff and Library sponsored programs that enrich and extend Library services to the community. Library related and Plymouth Town activities take precedence in scheduling and use of the meeting rooms. 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. Regular Library service takes precedence over all other activities. The use of a meeting room may not interfere with the normal operation of the Library.

### III. SCHEDULING AND RESERVATIONS

The meeting rooms are available during regular Library hours. Some rooms may be scheduled before the Library opens (see Facility Use Application). Requests to reserve the meeting rooms are accepted beginning:

May 1	for July 1 through September 30;
August 1	for October 1 through December 31;
November 1	for January 1 through March 31;
February 1	for April 1 through June 30.

Reservations are accepted on a first come, first served basis. Each request is reviewed to determine meeting room availability, equipment needs, parking and room capacity, and compliance with Library policy. Requests must be received one week in advance of the event, or the Library may not be able to process the request.

Groups using the meeting rooms are responsible for the set up and clean up and for returning the Otto Fehlow Room to its standard arrangement (see Otto Fehlow Room Permanent Set Up diagram).

Reservations for use of a meeting room are made on the Application for Use form, which can be obtained by mail, fax, or walk-in.

Applicants who publicly advertise the Library as their meeting place are required to note this on the application form. The Library reserves the right to post or publicize businesses, organizations, or individuals that use the meeting rooms. Any publicity associated with an event cannot imply Library sponsorship unless the Library has given express written permission.

Applicants wishing to serve alcoholic beverages 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 alcoholic beverages are required to note this on the application form as well.

Smoking is not permitted in the building.

#### IV. FACILITY USE FEE

Non-profit organizations who provide a 501(C) 3 Tax Exempt Form, are not charged fees during the hours that the Library is open for any programs that are free and open to the public. However, if they are sponsoring a profit making program, a 10% surcharge (based on profits) will be assessed. No admission fees may be charged, nor any monies collected without the express written permission of the Library Director (with the exception of charges for refreshments).

Private individuals, for profit organizations and businesses reserving meeting rooms are charged a room use fee. The fee for each room varies according to room capacity. In addition, the Library collects 10% of any admission/tuition charges. Members of the Business/Library Partnership are charged two-thirds of the regular fee. Payment of fees shall be made at least 24 hours in advance of the scheduled meeting room use.

The Library reserves the right to retain a fee or a portion thereof if 24-hour notice of cancellation is not received. The Library may waive the above noted fees upon review of each individual request for a waiver.

The Library may require that an organization obtain the services of the Plymouth Police Department for traffic control, security or any other purposes, or an organization may wish to have these services available. It is the responsibility of the group involved to contact the Plymouth Police Department in advance regarding fees and scheduling of this service.

Unless approved in advance, all non-governmental individuals and organizations will be charged \$25 per hour if a custodian or other staff member is required to work beyond the hours the Library is open to the public.

EQUIPMENT USE: Groups needing to use Library equipment, must reserve in advance (see Facility Use Application). Instruction in the use of the Library's equipment is required unless previous knowledge of equipment operation is demonstrated to the Library's satisfaction. Library personnel provide instruction in equipment usage on a pre-scheduled appointment basis.

#### V. RESPONSIBILITY AND LIABILITY

Groups using Library facilities and equipment are responsible for any damages. Facilities should be left in the same condition found upon entry. Organizations or individuals leaving the meeting room in an unacceptable condition – requiring a custodian to restore the room to order – will be charged a \$25 fee. Meetings are to be conducted in an orderly manner and participants should avoid disturbing others using the Library.

All posted room capacities must be strictly adhered to and meeting room activities must end at times specified. No items may be stored for groups using the meeting rooms on a recurring basis and the Library assumes no responsibility for any item left in meeting facilities.

All organizations may be required to provide a certificate of insurance or to sign a hold harmless agreement.

#### VI. APPLICABILITY

This policy applies to all users and patrons of the Plymouth Public Library system.

#### VII. QUESTIONS

If there are remaining questions about this policy, please call the Library Director, at 508-830-4250 or Plymouth Public Library Corporation at 508-830-4257.

VIII. ROMM CAPACITY & CHARGES

Room fees must be paid before your meeting will be confirmed, and prior to payment of fees your reservation will appear on the public calendar as pending rather than confirmed.

Room	Capacity	Seating	Seating with Tables & Chairs	Fee/3Hr. Min.	Fee/Addt'l Hour
Otto Fehlow Room	250	125	90	\$100.00	\$25.00
Board Room	24	16	N/A	\$50.00	\$10.00
Manomet Room (Branch)	35	25	N/A	\$45.00	\$10.00