

Meeting Rooms Usage Policy

The Chelsea Public Library's meeting rooms are intended for the civic, informational, educational, and cultural needs of the community. The library's meeting rooms may be used by non-profit groups presenting meetings of public interest. The rooms are made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use. Use of the meeting rooms does not imply endorsement by Library staff, Library Trustees or the City of Chelsea. All meetings must be free and open to the public. No meeting may be held for the financial profit of any organization or individual or for any social function (functions designed for entertainment with friends or associates.)

The meeting rooms will be scheduled according to the following eligible organizations (in priority order):

1. Library related meetings or programs.
2. Municipal, school or town official related programs or boards.
3. Library related groups such as the Friends of the Chelsea Public Library.
4. Bunker Hill Community College per the Bunker Hill Community College Partnership.
5. Other local non-profit groups on a first come first serve basis.
6. Meetings held by organizations from other local communities.

Fees: (Please see attached room descriptions and amenities)

Please note, prices listed are for meetings up to 4 hours. For meetings longer than 4 hours, a flat charge of \$20.00 will incur.

- Library Auditorium: \$20.00 per meeting.
- Schneider Room: \$10.00 per meeting.
- Schultz Room: \$10.00 per meeting.

Youth Groups (those under 18 years of age) will be charged one half of the adult rate.

All meetings must end 15 minutes prior to the posted Library closing time.

- Payments must be made in advance by check payable to the City of Chelsea.
- No refunds will be made if an event is canceled with less than 48 hours notice.
- All monies collected are deposited into the Library's Revolving Fund.

Reservations

Reservations may be made in person, via email, or over the telephone with the Director, IT Technician or the Children's Librarian. A completed application and a verbal approval confirms the application and will be marked on the application form. The signer of the agreement will be

held responsible for any damages to the facilities, clean up charges (if applicable) or additional staffing fees. Meeting room bookings should include set-up and cleanup times. The contact name on the application must be an authorized representative of the organization who will assume responsibility for adhering to all requirements stated herein. If a different person will be present and responsible during the event, that person's name and contact information must be noted in the "Attending Contact" portion of the application.

General Guidelines

1. The person in charge (from the application form) must enforce all library room use regulations.
2. Groups that use the meeting room will be held responsible for any costs incurred by the library or the City as a result of that use. The City may require that the group post a bond to cover anticipated costs (e.g. security) in advance of the program.
3. Meeting room set-up is the responsibility of the reserving group. The library will assist in room set-up only as scheduling is the responsibility of the reserving group. The library will assist in room set-up only as scheduling and staffing permits. Attendees, furniture and equipment must not block exits or aisles.
4. Only water may be served without approval of the Library Director. If approved, only light refreshments may be served and all clean-up must be completed by the Reserving group. Additional clean-up costs may incur. There is no smoking and no alcoholic beverages permitted at any time.
5. All activities must be confined to the meeting room. Approaching Library users for the purpose of encouraging participation in the group's activities is prohibited. No soliciting of business or fundraising is allowed.
6. No promotion or sale of items or services is allowed except for authors, speakers and performers who have obtained prior approval to sell sound recordings, videos and books relating to their performance or presentation.
7. All Federal, state and local laws regarding public assemblies must be obeyed.
8. The use of any meeting room must not interfere with normal operations of the library. The library reserves the right to stop meetings which interfere with the normal operation of the library.
9. The Public Library and the City of Chelsea assume no responsibility for any property placed in the library in connection with sponsor's programs. The Public Library and the City of Chelsea are hereby expressly released and discharged from any and all liability for any loss, injury or damage to sponsor's property or property of others that may be sustained during or by any reason of a program presented by a sponsor on library's premises.

10. The signer of the agreement agrees to hold the Chelsea Public Library and the City of Chelsea, their agents, servants or employees harmless and to indemnify them from all loss, cost or damage on account of any and all injuries that may be sustained or property damage incurred or caused as a result of sponsor's program either by sponsor or the attending public.
11. Individuals or groups using meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
12. The library provides some equipment for public use. Library staff may be available to assist in the set up or trouble shooting of this equipment. The library and the City of Chelsea are not responsible for equipment, supplies, or any other materials owned by the group and used in the library.
 - a. The organization's telephone number and email address must be included on the publicity for public queries.
 - b. The Library may not be used as the mailing address for any individual, group or organization.
 - c. No publicity by any individual, group, or organization shall imply sponsorship or endorsement.
 - d. Decorations, posters, etc. may not be affixed to any part of the building (inside or out) without the express permission of the Director or their designee.

Meeting Room Use By Political Groups

The Chelsea Public Library building and property are publicly owned by the City of Chelsea and subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use. The Chelsea Public Library is committed to providing varied programming to our patrons and to respect and make available all viewpoints. The Library Director and/or the Library Board of Trustees reserve the right to cancel an event if this policy is violated.

A political party or political group may use space at the Chelsea Public Library for a program that:

- The event features a guest speaker on a theme or topic that is not a campaign rally.
- The event is open to the public.
- An admission fee is not charged.
- No fundraising or collecting of money can take place in the building or on the property.
- No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property.
- The event must be advertised as "Presented by group X" and "held at the Chelsea Public Library". The Chelsea Public Library and the City of Chelsea must not be listed as a host or sponsor on any flyers or advertising.

Inclement Weather Guidelines

Library activities and services will be open as usual unless specific announcements are made to the contrary. Such announcements will align with the City of Chelsea's severe Weather policy. Announcements of closures will be made on the City Hall main telephone line and IF POSSIBLE on the city website. Signs will be posted at the Library entrances if the library closes after it has opened for the day.

Rescheduling events: The Library will attempt to contact sponsoring organizations if the library closes, forcing cancellation of a program. An attempt will be made to reschedule, based on space available. Organizations are allowed to reserve "snow dates" if they are available. It is the group's responsibility to ascertain that the library has not opened for the day by checking the above mentioned sources.

The Library and/or the Library Board of Trustees reserve the right to prohibit the use of the meeting rooms by an individual, group or organization that does not comply with this policy.

POLICY REVISED: JANUARY 29, 2015.