

Millbury Public Library Meeting Room Policy

Permission to use the meeting rooms will only be given to adults.

Eligibility

The Meeting Rooms of the library are available:

- For programs sponsored by the Millbury Public Library, with such use in agreement with the mission of the library.
- For use of town agencies, if not conflicting with library sponsored programs.
- For nonprofit, regional organizations (with representation of Millbury residents) for public meetings of an educational, cultural, or civic nature. The Director shall determine if town representation is adequate to justify the use of the room.
- For use by private, commercial or "for profit" entities with a minimum donation of \$50 to the Friends of the Millbury Public Library. They may not be used for events requiring an admission fee. No solicitation for funds at any meeting or solicitation of library patrons is permissible.

Reservation and Fees

- Requests for use of the rooms must be made in writing on the form at the library as early as possible. Town related boards, committees and groups will receive priority scheduling.
- All checks must be payable to the Friends of the Millbury Public Library and must be paid prior to the time of use. If not, the event may be canceled.
- Any meeting held after library operation hours will be required to pay a minimum donation of \$50.00 to the Friends of the Millbury Public Library and arrangements must be made as to who will be responsible for closing the Library.

Rules

- Final approval of all reservations rests with the Library Director
- Reservation room bookings can be reserved up to two months in advance.
- Evening meetings must end 15 minutes prior to closing unless the Library Director has granted special permission.
- Smoking is not permitted.
- Special services such as use of the library telephone or fax machine shall not be granted.
- No food or drinks (hot or cold) are permitted in our meeting spaces with the exception of the Craft Room. Library or Town sponsored programs are exempt from this policy. Messy activities are permitted in the Craft Room with prior approval from the Director.
- Candle lighting is not permitted in all of our reservation rooms.
- Party celebrations are not permitted.
- It is required to inform circulation staff when you arrive and depart from your reservation.
- Please call the library at 508-865-1181 at least 24 hours ahead of time if you need to cancel your reservation. Otherwise, you will lose privileges to reserve rooms at the discretion of the Director.
- Any expenses incurred (damage, police presence, etc) will be paid by the user.