

POLICY ON USE OF MEETING AND CONFERENCE ROOMS

Library related events have priority in use of these meeting spaces.

These rooms are available to non-profit and Scarborough-based civic organizations and youth groups, municipal departments, Town charter defined committees and Council or School Board committees. These organizations may request donations from those attending the meeting.

Scarborough businesses may use the room to present programs of civic or cultural interest or for business meetings when no selling, solicitation or order taking occurs. No fee may be charged to attendees for these programs.

Scheduling and Reservations

Applications for use of either room are available at the Library circulation desk or on the library's website. A completed application must be received before a booking is confirmed. Payment must be received prior to use of a room. Non-profit organizations must provide proof of their tax-exempt status to be considered for the lower rental fee.

When booking time, groups should include time needed for set up and clean up.

Because library activities have priority, regularly scheduled meetings are discouraged. The library reserves the right to cancel a room reservation up to 8 weeks in advance of the date requested.

An organization may cancel their room reservation at any time. However, refunds will be given only if a cancellation is received at least one week in advance of the booking date.

Applications for either room may be rejected and previously granted permission may be withdrawn for violation of library rules or conduct inconsistent with the policies of the library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

Smoking

Smoking is not permitted in the building or on library grounds. Groups are asked to share this information with attendees as library staff will enforce the rule.

Accessibility

The rooms are accessible to persons with disabilities.

MEETING ROOM

Availability

The meeting room is available at any time that does not conflict with library use. A member of the booking organization, *who will be attending the meeting*, must sign for a key to the room if it will be necessary for the group to lock or unlock the outside front door. The key will be available 24 hours in advance of the time booked.

Capacity

Suggested limit is 50 people.

Charges

Non-profit and Town-based civic organizations and youth groups or approved government agencies - \$40.00 for a two hour period, \$20.00 for each additional hour or fraction thereof.

Businesses and other organizations - \$40.00 per hour or fraction thereof.

No charges apply to municipal departments, Town charter defined committees and Town Council or School Board committees.

Equipment

Tables (8 -3'x 6') and chairs are available. A small kitchen area includes a refrigerator and microwave oven. Use of audiovisual equipment may be arranged with the room reservation. Projectors (16mm, Kodak Carousel slide and overhead) are available as well as VHS videotape and DVD playback equipment. A flip chart stand is available but no pad or markers are supplied.

Groups using videotapes and DVDs must be aware of copyright laws and may not use any media labeled for home use. Public performance rights must be obtained for media to be viewed by groups in the library.

Refreshments

Refreshments, except alcoholic beverages are permitted. A coffee maker is available. All other supplies must be furnished by the booking organization.

Set up

Groups are responsible for their own set up. The tables are heavy and it is recommended that at least two people assist with the set up and clean up.

Clean up

Groups are responsible for straightening the room after each use. Please replace chairs, wipe off tables and replace those tables set up by your group. A vacuum is available if needed.

All kitchen areas and refrigerator should be cleaned and food should be removed. Any kitchen utensils should be washed and returned to the cupboards.

Turn off lights and check thermostat if it was adjusted.

The organization booking the room will be charged at the commercial rate for any additional cleaning required of carpets, upholstery or other surfaces as well as for damage to furnishings or equipment.

CONFERENCE ROOM

Availability

The conference room is available during regular library hours.

When the room is not in use or reserved, it may be used with permission of the staff. A donation will be requested.

Capacity

The room seats twelve people at a conference table.

Charges

A fee of \$20.00 per hour will be charged for groups wishing to reserve the room. A meeting room application must be submitted and payment received prior to use.

No charges apply to municipal departments, Town charter defined committees and Council or School Board committees.

Refreshments

No food or beverage of any kind is permitted in the conference room.

Passed 1/16/97, amended 1/16/03, 2/25/08