

**Jonathan Bourne Public Library  
19 Sandwich Road  
Bourne, MA 02532**

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Director**

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**Jonathan Bourne Public Library  
Meeting Room Use Policy**

The Jonathan Bourne Public Library has two rooms available for use by community groups and associations. The Community Room has a capacity of 65 people (as set by the Bourne Fire Department) and the conference room has a capacity of 20 people.

The meeting rooms are primarily available to support library programs and functions that further the goals of the library. When not in use by the library or library related organizations, meeting rooms may be used for meetings of local groups and organizations, under the following guidelines:

1. Applications from individuals or those representing organizations are made on an application form furnished by the library and signed by a representative of the organization. Applicants should state explicitly the purpose of the meeting, date, and hour as well as the subject to be discussed and the number of persons attending. All groups and organizations must have an application form on file at the library.
2. Reservations for use of meeting rooms must be made through the Director, Assistant Director or their designee at least seven (7) days prior to use. Meeting rooms may be booked up to 3 months in advance of the meeting. We cannot accept bookings beyond the 3-month period to allow flexibility in the arrangement of library programs. The limit refers to all bookings, including both single and repeat bookings.
3. The person signing the reservation form must be 18 years of age or older and be in attendance when the meeting room is in use. S/he signing the request form is responsible for the security, safety and behavior of the group and will be responsible for any damage or resulting fees of library property.
4. No use of meeting rooms will be allowed that is likely to disturb library users in their customary use of library facilities, impede library staff in the performance of their duties or endanger the library building or collection. The Board of Library Trustees and the library staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly or dangerous to persons or property. In determining whether such a likelihood exists, the Board of Library Trustees and /or the library staff may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.

5. All programs, meetings etc, held in the library meeting rooms must be open to the general public. Meeting rooms are not available for social gatherings, for the benefit of private individuals, for commercial enterprises, or any closed meetings.
6. The JBPL subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Jonathan Bourne Public Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.
7. Meeting rooms may only be used during normal operating hours of the library. All programs must be scheduled to end at least 10 minutes prior to Library closing times. The Large meeting room must be returned to its original condition and vacated by library closing time. A request to waive this rule must be made in writing at least one week in advance to the Library Director. Waiver of this rule, if approved, will require a charge of in the amount required to pay for custodial overtime. Keys to the library will not be given out to any group.
8. There is no charge for use of the meeting rooms, but donations to the Friends of the Jonathan Bourne Public Library are always appreciated.
9. Refreshments may be served, with permission from the Library Director. Please note your intent to serve refreshments on the application form.
10. All inquiries concerning meetings will be referred to the person signing the agreement.
11. The room must be left in orderly condition. Set up and take down of tables and chairs are the responsibility of the group. Tables must be covered to protect from glue, paint or other materials that could mark the furniture. If a meal or other food is being served, the caterer or group will be responsible for removing garbage and trash at the end of the meeting.
12. Smoking is not allowed on library property. Alcoholic beverages may not be dispensed or consumed on library property.
13. Library staff are not responsible for relaying messages to individuals in the Meeting rooms.
14. Library meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the group contact person on the application form
15. Library staff shall have the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events.
16. The Library and the Town of Bourne is not responsible for the loss of or damage to, personal property of group members while on the premises.
17. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room.

Approved by JBPL Board of Trustees 3/25/2010

# Application For Meeting Room Use

Name of organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_  
(No more than 3 months in advance) (Include set up time)

Anticipated # of People \_\_\_\_\_

Room Requested: **Community Room** (65 people) **Conference Room** (20 people)

Contact Person: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address \_\_\_\_\_

I have read the Meeting Room Use Policy. My group agrees to abide by said policy and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the policy.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_