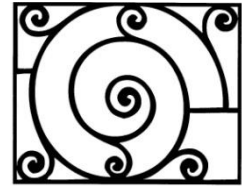


# Ipswich Public Library

## Meeting Room Policy



### Purpose:

Ipswich Public Library exists for the purpose of providing library services for residents of Ipswich, Massachusetts. The library's meeting rooms and spaces are used primarily for library programs, but we are also pleased to offer the spaces to non-profit groups engaged in educational, cultural, intellectual, or civic activities. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

### Meeting Spaces Available for Booking at the Library:

- The Collins Meeting Room, accommodating up to 65 people.
- A Conference Room, with roundtable seating for up to 12 people (this area is semi-private, but is not separated by a closed door).
- A Quiet Study Room, with closed door and small table, which can accommodate up to 4 people.
- And Outdoor Event Tent, on the library lawn, that accommodates up to 25 people (available seasonally).

### Policy:

When not being used for library programs, the Library Trustees welcome the use of our meeting rooms and spaces by non-profit groups whose primary clientele are Ipswich residents. The following rules have been established by the Board of Library Trustees and Library Director to serve as guidelines in the use of spaces in the Library.

### General Guidelines:

1. Permission to use the library spaces will be granted by the Library Director or their designee upon completion of the appropriate application form (available on our website). Granting of permission to use library facilities should not be construed as an endorsement of any individual or group by the Board of Library Trustees or the Town of Ipswich.
2. In order to assure space is sufficiently available for Library programs and services, reservations by non-Library groups will not be accepted more than four weeks in advance of the proposed meeting date.
3. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law. Political fundraising or campaigning is not allowed, in accordance with MGL Ch. 55 (Campaign Finance Law).
4. Programs may not be held for the purposes of commercial solicitation or religious proselytization.
5. Indoor meetings must end, including returning library facilities (and the Collins Room kitchen) to the condition in which they are found, and the space vacated no later than 15 MINUTES BEFORE library closing. Request for after-hours use must be made at the time of application, and will be granted on a case-by-case basis at the discretion of the Library Director or their designee.
6. The Ipswich Public Library, the Board of Library Trustees, and the Town of Ipswich assume no liability for injury to persons authorized to use Library facilities and further assumes no liability for loss or damage to equipment, materials, or other individual property.

7. The Library Director or their designee reserves the right to cancel any reservation at any time due to unforeseen circumstances, such as, but not limited to, inclement weather conditions or emergency situations. The Library also reserves the right to deny an application request for a program determined by the Library Director and/or Board of Trustees to be inappropriate to the library's mission or which have potential to cause damage to the facilities.
8. Use of the Collins Room kitchen requires prior approval (at time of application) and adherence to regulations for that area. Approved food and beverages must be served and consumed only in designated areas. Applicant is responsible for compliance with requirements of the Town's Board of Health and must contact the Board of Health's Agent for a determination whether a food service permit is also required.
9. All meeting room use must adhere to the library's expected behavior policies, including activity that interferes with the staff's ability to do their job or with other patrons' use of the library. Organizations using any library space shall be responsible for controlling the behavior of persons entering the building or attending the function. Staff may ask the group to leave the room if the activity is disruptive to normal library business.
10. All meeting rooms and spaces may be reserved by visiting our website at [ipswichlibrary.org](http://ipswichlibrary.org) or speaking with a library staff member. Please note that availability and restrictions of meeting rooms and spaces vary and are outlined in the reservation process.

*Approved by the Board of Library Trustees, April 12, 2021*