

## Meeting Room Policy

The use of the meeting rooms must meet the goals and objectives of the Board of Trustees in providing for the informational, educational, and cultural needs of the community. The meeting rooms are available for educational, literary, philanthropic and civic purposes provided that such use does not interfere with regular library services or programs and that these groups requesting use of the facilities conform to the following rules:

1. Reservation requests must be made in writing at least one month in advance of the meeting date. No group may reserve the facilities more than four (4) times per calendar year. No group or organization may use a meeting room more than once a month.
2. All requests must be submitted to the Library Director. Meeting space is only available during regular library hours and meeting rooms must be cleared at least 10 minutes before the scheduled closing time of the library.
3. All meetings and exhibits shall be free of charge and open to the public.
4. Priorities for use of the meeting rooms are as follows:
  - a. Meetings sponsored by the Library or Friends of the Jacob Edwards Library
  - b. Programs run by Literacy Volunteers of Southbridge
  - c. Events sponsored by local, state, or federal government
  - d. Local non-profit groups
  - e. All other community organizations and groups
5. Permission to meet at the Library does not in any way constitute or imply endorsement or support of the user's policies, beliefs, or programs by the Library staff or Board of Trustees.
6. No smoking or alcoholic beverages are allowed in the Library or meeting rooms. All food and non-alcoholic beverages must be pre-approved and consumed only in designated areas.
7. Groups holding meetings or events are expected to conform to the guidelines and procedures outlined in the Library Procedures Manual.
8. The Board of Trustees is the final arbiter in matters dealing with meeting room use and policy. All appeals must be addressed in writing. The Trustees reserve the right to refuse the use of the Library meeting rooms or cancel any reservation when they deem such action to be in the best interest of the Library and/or the Town of Southbridge.