Norton Public Library
L.G. and Mildred Balfour Memorial
68 E. Main Street, Norton MA 02766, (508) 285-0265

Meeting Room Policy

Philosophy of Meeting Room Use

Norton Public Library offers the use of its meeting rooms as part of our mission to provide a welcoming environment for lifelong learning. The Library's meeting rooms are available for civic, informational, charitable, cultural, and educational purposes. The library does not offer private meeting space and does not guarantee privacy in the public meeting rooms.

The Community Room and Hiltz Room are available subject to the policies and procedures below, and in accordance with the principles set forth in the American Library Association's Library Bill of Rights, which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Permission to use meeting rooms does not constitute or imply Norton Public Library's or the Board of Trustees' endorsement, support, or co-sponsorship of the aims, policies, activities, or beliefs of any group or organization, or the views expressed in their meeting or program. Groups using the meeting rooms must not state or suggest in their public statements or publicity that their events, activities, or ideas are sponsored, co-sponsored, endorsed, or approved by the Library. Groups may not use the library's likeness or logo in their publicity.

Eligibility for Meeting Room Use

Meeting rooms are available for groups of five or more; smaller groups should reserve a study room (see Study Room Policy). At the discretion of the Director and/or Board of Trustees, when not being used by the Library, Library-associated groups, or the Town of Norton, use by outside organizations and groups may be considered for appropriate purposes such as training and classes, lectures and presentations, meetings, and public events. The rooms may not be used for functions of a personal or private nature designed for gathering with friends, family, or associates, such as but not limited to showers, parties, or reunions. Applicants must be 18 or older.

Room Availability and Fees

Applicants should note that they are using a public space and therefore any meeting, program, or event held must be open to the public. If the meeting, program, or event is intended for and advertised to the general public, no fee will be charged to the group. Applicants using the room for events of relevance to a select group, such as condo associations, will be assessed a fee of $125 per session. The Director will assign groups to the room most appropriate for the group's size and activity.

Application Guidance

- Any group wishing to use the Library's meeting rooms must complete the Meeting Room Application form, agree to the Meeting Room Use Policy, and receive the approval of the Director or their designee. Application forms should be submitted at least ten (10) business days before the requested meeting date, and may be submitted up to two months in advance. A submitted application starts the reservation process.
- Applicants agree to be present at the event and accept responsibility for the security, safety, and behavior of the group. Applicants are responsible for informing their group of the expectations set forth in the Library's Behavior Policy before the start of the meeting. The person submitting the application will be held responsible for any cleanup or damages to the facility.
- Applications are non-transferable.
- All children must be supervised by responsible adults and comply with the Library's Behavior and Safety Policy - Children.
- All external programs, meetings, and events must begin at least one half hour after the library opens and conclude at least one half hour before the library closes, to ensure time for the group to clean up, set the room to its original position, and vacate the premises in a timely manner. Library staff cannot come in early or stay after hours.
- Meeting room use must not impede the normal functions of the Library. The Library reserves the right to terminate any meeting that disrupts the delivery of library services to the public.
- No group may consider the Library its permanent or regular meeting place. A single group may not use the meeting rooms more than twice per month or for more than four hours at one time, including setup and cleanup time.
- No outside groups of organizations using the meeting rooms shall charge an admission fee or sell materials, goods, or services for profit or gain. Commercial sales are prohibited at the Library, except those provided as part of a library-sanctioned program, such as an author selling copies of their book following an author talk. Business cards and other literature may be distributed; signups for more information must be voluntary. The solicitation or receiving of campaign or political contributions is prohibited, pursuant to MA G.L. c.55 §14.
- Only the Norton Public Library and the Friends of the Norton Public Library are allowed to engage in fundraising activities in the Library's meeting rooms.
- The Library reserves the right to cancel, reschedule, or change the location of reservations that conflict with building repairs or library-sponsored programs or events. In such cases, the Library will notify the applicant in as timely a manner as possible.
- Applicants who need to cancel a reservation must notify the Library as soon as possible. Groups who repeatedly fail to cancel or reschedule meeting room reservations with sufficient notice may be prevented from making future reservations.
- Applicants/groups are responsible for notifying their members and anticipated attendees of any cancellation or change in time, date, or location.
- All events will be cancelled if the Library is closed due to emergency or inclement weather.

- The Library Director may grant exceptions to this policy regarding fees, frequency of use, time limits, and available hours for Town of Norton employees and Board, Commission, or Committee members acting in their professional capacity.
- The Board of Trustees reserves the right to revoke the privilege of a group for any future use of the Library meeting rooms if the Board determines that the group has misrepresented its stated purpose for a given meeting, or for non-compliance with the Library's Behavior Policy and/or this Meeting Room policy. The Board reserves the right to amend this policy, and to rule on situations not specifically covered herein.
- Anyone wishing to appeal a decision regarding the use of a room shall appeal in writing, including the basis of the appeal and a copy of the application, to the Board of Trustees, to be discussed at their next regularly scheduled meeting. The decision of the Board will be final.

Using the Meeting Rooms

- Groups using the Community Room may arrange the furniture to suit the needs of their meeting. Armchairs are stored along the edges of the room. Folding chairs, tables, and audiovisual equipment are available; a library supervisor will unlock these for access. Please allot time to pack up any materials, collect and dispose of all trash, wipe down tables, sweep up debris, and return all furniture to its default location.
- Users may not touch, alter, relocate, or remove existing materials on display. Users may hang materials from the art rails using clips or adhesive tape, but may not affix anything to the walls, ceiling, floor, or furniture.
- Use of the Community Room's AV equipment must be arranged in advance. Training can be arranged ahead of time. There is no guarantee that staff will be available to troubleshoot during the event.
- To protect the Local History Collection in the Hiltz Room, no food or drink is allowed, the table must not be moved, and nothing may be affixed to the walls, ceiling, floor, or furniture.
- Groups bringing in supplies, equipment, signage, etc. must take these items with them at the end of the meeting. No items may be left behind or stored in the meeting rooms.
- Candles, incense, and any open flames are prohibited.
- Smoking, vaping, drug use, and the consumption of alcoholic beverages is prohibited.
- Attendance is limited by room capacity. Any person who has permission to enter and use the Library shall not be excluded from attending public activities in any of the meeting rooms, except to comply with legally mandated occupancy limits.
- Groups must ensure clear access to emergency exits at all times.
- Library staff reserve the right to enter and remain in meeting spaces at any time.

Groups using the meeting rooms agree to indemnify and hold harmless the Town of Norton, the Board of Trustees, Norton Public Library, and their employees, officers, agents, and representatives, from any kind of suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or

damages sustained by any person as a consequence or result of the use of the room, its furnishings, or its equipment. It is the responsibility of the applicant to share this information with participants.

Facilities and Equipment

Room	Capacity	Available Meeting Hours	Amenities	Please Note
Community Room	120 persons + chairs OR 100 persons + chairs and tables	Half an hour after the Library opens to half an hour before the Library closes Sundays are not available. Saturdays are not available when summer hours are in effect.	● 15 armchairs ● 25 plastic folding chairs ● 73 padded folding chairs ● 12 large folding tables ● 2 small folding tables ● 2 card tables ● Large TV with HDMI & USB inputs ● Projector & screen ● Large Bluetooth speaker ● Lectern* ● Whiteboard*	● You may hang materials from the art rails using clips or adhesive tape, but you may not affix anything to the walls, ceiling, floor, or furniture. ● Library staff may enter this room at any time.
Hiltz Room	12 persons	Half an hour after the Library opens to half an hour before the Library closes Sundays are not available. Saturdays are not available when summer hours are in effect.	● Long conference table ● 12 chairs ● Lectern* ● Whiteboard* *This portable object is shared between meeting rooms - please request it at the time of application.	● No food or beverages. ● You may not hang or affix any signage, artwork, etc. ● Table may not be moved. ● Library staff may enter this room at any time.

Norton Public Library
Meeting Room Reservation Form

Please complete this form and email it to nortonlibrary@sailsinc.org

** Indicates required field*

CONTACT INFORMATION

Name: *

Title:

Organization Name: *

Address: *

Phone Number: *

Email Address: *

Organization Type: * Non-profit For-profit N/A

Contact phone or email for public inquiries: *

RESERVATION DETAILS

When would you like to reserve the room? Please be as specific as possible:

Will your event be: *

Advertised to the general public (e.g. presentation on Medicare)
Intended for a specific group (e.g. Condo Association meetings)

Equipment Requests (select all that apply):

Large TV with HDMI & USB inputs•
Projector & screen•
Large Bluetooth speaker•
Lectern
Whiteboard

•*Available in Community Room only*

Meeting Room Reservation Form (continued)

Description of proposed use: *

Approximate number of attendees: *

5-12 12-50 50-100

Please describe any accommodations you may need:

I have received a copy of the Meeting Room policy and fully understand the conditions placed upon the use of the Norton Public Library Meeting Rooms. I accept full responsibility for its use. I will inform the Norton Public Library if the responsible party changes.

Please note: Submission of this form is a reservation request only. A library staff member will contact you to confirm availability and finalize your booking.

Signature: * Date: *

FOR STAFF USE ONLY

Staff Signature: _____ Date: _____

Date and time of meeting: _____

Confirmed: Yes No Fee charged: Yes No

Fee received: Yes No