



West Dennis  
Free Public  
Library

## MEETING ROOM POLICY

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The West Dennis Free Public Library provides meeting space for programs and activities that promote educational, cultural, and recreational pursuits. Priority use of the Program Room will be given to Library-sponsored events and activities that are free and open to the public. As space permits, local non-profits, clubs, and other organizations may request to use the Program Room for related purposes. The meeting room shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting use. Granting permission to use the room does not constitute an approval or endorsement of any group by the Library or the Library Board of Trustees.

For the purposes of this policy, Library-sponsored programs are those in which Library staff have sought out or provided the presenter/facilitator, paid a fee to the presenter (if required), and publicized the event as a Library program that is free and open to the public. Non-Library programs are those organized or facilitated by persons or groups independently of library staff, in which those organizers secure their own attendees and conduct their own publicity, and may have limited attendance and/or charge a fee for attendance.

### MEETING ROOM GUIDELINES

1. Use of the Program Room by non-Library groups is limited to normal Library hours and must begin fifteen minutes after the Library opens and end fifteen minutes before the Library closes. No organizers or participants will be permitted to enter the Library prior to normal hours or remain after closure without special permission in advance.
2. All requests to use the Program Room must be made in advance by a main contact person who will take responsibility for the group's compliance with this policy.
3. The Program Room cannot be reserved for personal or family purposes.
4. Non-Library program facilitators will be required to sign our Meeting Room Liability Waiver form prior to their scheduled program or activity.
5. If a fee is charged for participating in a non-Library program or event, the organizer(s) will contribute a minimum of 20% of funds generated from that program to the West Dennis Free Public Library.
6. The maximum capacity of our Program Room is 40 people. Programs cannot exceed this number of people at any given time.
7. Provided chairs and folding tables may be used by program organizers for their activities. Organizers will ensure that these tables and chairs are returned to their original locations after use. Trash and other items generated by the program should also be disposed of so

that the Program Room is in its original state following the program.

8. No food or drinks other than water are permitted in the Program room during programs scheduled by non-Library groups. No alcoholic beverages are allowed anywhere in the Library building or grounds.
9. Non-Library programs may not be publicized as being hosted or presented by the West Dennis Library. Facilitators may, however, include the West Dennis Library as the location for the program on publicity materials.
10. All activities must be confined to the Program Room. Approaching Library users for the purpose of encouraging participation in the group's activities is prohibited.
11. The Library staff is not responsible for and will not monitor personal items left unattended in the Program Room, regardless of value or circumstances.
12. Failure to comply with these guidelines may result in loss of use of the Program Room.

*Approved by the West Dennis Free Public Library Board of Trustees on December 18, 2023.*