

Meeting Room Policy

The Library Meeting Room is available for use by various groups and organizations under conditions set by the Library Board of Trustees.

The Oxford Free Library has a meeting room, which is available to the public on application when it is not needed for Library purposes. The meeting room is available for meetings and programs of a cultural, educational, charitable or civic nature.

There is no charge for meeting room use. The user may not charge a fee, nor solicit donations.

The meeting room is unavailable for uses not deemed to be in the public interest of the community as determined by the Board of Library Trustees. Meeting space shall be denied to groups and/or individuals:

- a. who discriminate in their membership, programs or philosophy on the basis of race, color, creed, sex or any other qualifier.
- b. who, directly or indirectly, will financially profit from the use of the space.
- c. comprised of youth, unless accompanied by a responsible adult (21 years or older).
- d. for the purpose of private social functions.

Any question of an allowable use will be referred to the Director. Final determination rests with the Board of Trustees. Permission to a group does not imply an endorsement of its policies, beliefs, or program by any Library official or by the Board of Library Trustees. Programs must not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.

The Room

The Oxford Free Public Library has one meeting room available.

The Conference Room: accommodates up to 90 people seated in audience fashion, or up to 30 seated at tables.

Room Availability

The meeting room is available for use during all the hours the library is open. A meeting must begin while the Library is open, and end no later than 10PM. If a meeting remains in session after the Library closing, then special rules apply. (See late meeting rules, attached.) To encourage use of the room by a variety of groups, no single group may have more than one meeting scheduled at one time. Additional reservations may be made only after the applicant's last scheduled meeting has been held. Availability for meetings in series is an exception and requires the approval of the Director and the Board of Library Trustees. While the Library may allow meetings in series, it will not accept reservations which would designate the Library as the regular meeting place for any organization.

Reservations

Library programs will be given priority in the reservation of the meeting room.

Reservations of the room may be made at the circulation desk or tentatively by telephone. An application form must be filled out indicating the name, address and telephone number of the responsible person representing the group. The room may be reserved up to 3 months in advance, but no less than seven (7) days prior to a scheduled meeting. Notice to cancel must be given to the Library 24 hours in advance. Failure to do so may result in loss of meeting room privileges. Bookings will be approved in order of receipt.

Facilities and equipment

There is no smoking, and no alcoholic beverages allowed in the Library.

Each group is responsible for setting up the room (including arranging chairs, tables, etc) in the way that it prefers. The room must return to the original condition upon completion of the meeting. The Library has some equipment that may be used, listed on the application sheet. Library staff will not serve as equipment operators for non-library functions. Any such equipment must be requested at the time the reservation is made. If special equipment is requested the signer must have a person capable of operating it. Library staff may instruct users in proper operation of equipment, well in advance of the meeting date.

Light refreshments may be served; no breakfast, lunch or dinner. A coffee urn is available for use. No other utensils, cups, plates, silverware, napkins, etc. are provided and must be supplied by the user. The coffee urn, if used, must be washed and returned to its proper place.

Refreshments will be served in the lobby area only, and not in the room; it would be best to plan a refreshment break.

Library facilities must be left in a clean and orderly condition. The approval to use the Library facility carries with it the assignment of responsibility for the facilities used. The individual who signs the request form assumes the responsibility for any violations, accidents or damages which may occur to the building or equipment made available to them. The signer will be held responsible for payment for all repairs which must be made as a result of any damages. Accidents or damages, which occur during use of the Library meeting room, must be reported to the librarian or designee within a twenty-four-hour period. The Library will not be responsible for materials or equipment left in the building by users.

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The Board of Library Trustees reserves the right to deny the use of the meeting room to any group that does not comply with the regulations.

Oxford Free Public Library

Application for Meeting Room Use

Reservation Date: _____ Hours: _____ to _____

Application Date: _____

Name of Organization: _____

Meeting purpose or function:

Number of people expected: _____

Equipment Needed:

Tables: _____ Podium: _____

Coffee Urn: _____ Screen: _____

Overhead projector: _____ TV: _____ VCR: _____

Applicant's Name: _____ (Print)

_____ (Signature)

Address: _____

Telephone: Home: _____ Business: _____

*By signing here I hereby certify that I have read all rules and regulations and agree to abide by them.

Name of Staff taking application: _____

Late Use Rules

If the scheduled meeting is to extend past the Library's operating hours, the following procedures must be followed.

One person must be designated as the person responsible for closing the building. This person will meet with a Library staff person before the day of the meeting to walk through the procedure of closing.

At the close of the meeting all attendees shall exit the building through the Sigourney Street door, via the stairs or the elevator. (The Library staff upon leaving the first floor service areas will lock the first floor doors; there will be no access to the operating areas of the Library.)

The responsible person will turn off, close, and lock the electric sliding door. Then proceed back through the basement area, turn off all lights, and exit out the rear fire escape ground level door, being certain that it is secured behind him.

I _____ (Print) being the responsible person indicated above agree to follow these procedures upon the completion of our meeting.

_____ (Signature)