



**S N O W**  
**Library**  
*Established 1877*

**MEETING ROOM  
 RESERVATION REQUEST FORM**

PLEASE PRINT

Date: \_\_\_\_\_

Organization/Group Affiliation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Meeting Room Requested: *Please refer to Meeting Room Policy for scheduling requirements of each meeting room. [If technology is needed ONLY the Marion Craine Room can be used]*

\_\_\_\_\_ Marion Craine Room [Room capacity 100]

\_\_\_\_\_ Cape Cod Room [Room capacity 15]

Date of meeting: \_\_\_\_\_ Anticipated number of people: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Please contact the Library for specific room set-up.**

**Please State Purpose for Use of Library Meeting Room:** *(i.e. description of program, speaker, etc.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***The sponsoring organization understands and agrees to the Snow Library Meeting Room Policy.***

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

FOR OFFICE USE ONLY:

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied

\_\_\_\_\_ Received by the Library  
 \_\_\_\_\_ Written on the Master Calendar  
 \_\_\_\_\_ Contact Person Notified

Revised 06/2022



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## MEETING ROOM POLICY

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### INTRODUCTION:

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

### POLICY:

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the Library. No use of meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities or endanger patrons, staff, the Library building or collections.
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization. Snow Library will strive to schedule events which exhibit a balance of viewpoints, but no attempt will be made to be comprehensive in coverage.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups or Library support groups.
4. Commercial solicitations (Commercial solicitation means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale) are not permitted except as follows: Approved authors may provide copies of their books for purchase, approved musicians may provide copies of their music for purchase and approved artists exhibiting in the Marion Craine Gallery may sell their works in the Marion Craine Room; however, all sales within the library must occur only during the scheduled program or art reception.
5. Authors who wish to use Snow Library meeting room space to promote their work should refer to the Meeting Room Policy Addendum for Author Requests.
6. All meetings held in the Library must be open to the public and free of charge.
7. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
8. All meetings must be held during the regular open hours of the Library.
9. Priority in scheduling the Library's meeting rooms will be given in the following order to:
  - a. Library-sponsored programs
  - b. Groups and organizations affiliated with the Library
  - c. Town of Orleans departments
  - d. Town of Orleans committees
  - e. Neighborhood and community-based groups and organizations of the Town of Orleans
  - f. Other non-profit groups serving the needs of the community
10. The number of those in attendance must conform to the safety regulations of the Library and the Town.

## ***SNOW LIBRARY MEETING ROOM POLICY continued***

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11. Light refreshments may be served, but smoking and alcoholic beverages are not permitted. Serving of refreshments must have prior approval from the Director and comply with the Orleans Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Orleans Board of Health.
12. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.
13. The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.
14. Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment.

### **MEETING ROOMS:**

#### **Quiet Study Room (seats 6):**

The Quiet Study Room is intended to provide a meeting place without distractions.

#### **Cape Cod Room (seats 12):**

The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

#### **Trustees Room (seats 15):**

The Trustees Room is intended to provide a meeting place for the Library Trustees, support organizations of the Library (Friends of Snow Library and Marion Craine Gallery Committee) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

#### **Marion Craine Room (seats 120):**

The Marion Craine Room is intended to provide a meeting place for the Library and related organizations, but also for non-profit, non-sectarian organizations in Orleans with cultural or civic purposes and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

## ***SNOW LIBRARY MEETING ROOM POLICY continued***

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### **SCHEDULING MEETING ROOMS:**

#### **Scheduling the Quiet Study Room (QSR)**

In scheduling use of the Quiet Study Room, priority will be given on a first-come, first-served basis to Orleans residents. Reservations for use of the Quiet Study Room may be made in person or by telephone, and will be accepted one week in advance of the scheduled meeting.

#### **Scheduling the Cape Cod Room**

The Cape Cod Room is not available for meetings other than those of book discussion groups which are open to the public. Reservations for any eligible book discussion group wishing to schedule use of the Cape Cod Room must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

#### **Scheduling the Trustees Room**

The Trustees Room is only available for meetings of the Library Trustees, support organizations of the Library (Friends of Snow Library and Marion Craine Gallery Committee) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places. Reservation requests for use of the Trustees Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

#### **Scheduling the Marion Craine Room**

Reservation requests for use of the Marion Craine Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

***NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting with the exception of monthly book clubs.***

***Adopted by the Snow Library Board of Trustees, 02/2019***