

LEOMINSTER PUBLIC LIBRARY COMMUNITY SPACES POLICY

Rationale:

This policy is to inform patrons of the rules and regulations for reserving and using Community Spaces.

Policy Statement:

The Leominster Public Library welcomes public use of its Community Spaces in keeping with the Library's mission to inspire innovation and creativity, support lifelong learning, foster civic engagement, and bring people together to explore and share ideas.

The following priorities for using the Library's Community Spaces have been established in keeping with the Library's mission and service goals:

1. Library-sponsored programs
2. City of Leominster Departments and Committees
3. Non-profit neighborhood and community-based groups, civic groups, and non-commercial organizations serving the needs of the Leominster community

The Library reserves the right to change or cancel Community Spaces Reservations as needed to best serve Library and community needs.

Community Spaces:

Room Name	Location	Capacity	Amenities
Adult Study Rooms 1, 2, 3, 4, & 5	2 nd Floor	6 people	Whiteboard
Children's Study Rooms 1, 2	Dr. Martin T. Feldman Children's Room	8 people	Whiteboard
Large Historical Conference Room	2 nd Floor	20 people	Projector Screen Whiteboard
Friends Meeting Room	3 rd Floor	10 people	Projector Screen Whiteboard
Small Meeting Room	1 st Floor	64 people	Projector Screen
Large Meeting Room	1 st Floor	92 people	Projector Screen
Community Room (comprised of the small & large meeting rooms)	1 st Floor	156 people	Projector Screen

Guidelines:

- Individuals and groups may have one community space reservation at a time
- Rooms may be reserved for periods up to 3 hours.
- Rooms must be vacated by the end of the reservation time.
- Attendance must be limited to the stated legal capacity for a given room.
- The individual reserving a Community Space must be in the room and assume full responsibility for the use of the room.
 - The individual, group, and/or organization should make attendees aware of emergency exits and escape routes from the library.
 - The individual, group, and/or organization is responsible for removal of trash from the library.

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- The individual, group, and/or organization is responsible for paying for the replacement, repair, or cleaning of lost, stolen, or damaged equipment and furnishings.
- No food is permitted in the Community Spaces without prior approval of the Library Director

Conference and Meeting Rooms:

- Conference and Meeting Rooms are available to non-profit, civic, cultural, charitable, educational, and interest groups and organizations that have a substantial connection to the Leominster Community and are engaged with activities consistent with the Library's mission.
- Businesses or for-profit organizations wishing to hold meetings for members only are limited to use of the Friend's Room.
- Meetings must be free of charge and open to the public.
 - No fees, admission charges, collections, tuitions, sales, solicitations (financial or otherwise), stipends, or other fundraising activities are allowed.
- Groups or Organizations wishing to reserve a meeting or conference room must submit a Community Space Reservation Request Form.
 - Request Forms can be submitted up to 3 months prior to the date of use.
 - Request Forms may not be accepted if they are submitted less than 7 days prior to the date of use.
- Groups and organizations may book one meeting per month.
- Conference and Meeting Room applicants must be in grades 7 and above.
- Conference and Meeting Rooms are not reservable for programs unless the programs are in partnership with the Library and in accordance with the Library Programming Policy.

Study Rooms:

- Study Rooms can be reserved up to two weeks in advance.
- Individuals must check in at the Information Desk within 30 minutes of the reservation start time or the reservation will be cancelled.
- Staff will only unlock Study Rooms for the person whose name is on the reservation.
- If a room will be left unattended for an extended length of time, individuals must inform Information Desk staff.
 - Study rooms may not be left unattended for more than 30 minutes.
 - After 30 minutes the remaining reservation time will be cancelled, and any personal belongings will be put into the lost and found.
- Children's Study Rooms may only be used by children (up to age 17). In accordance with the Child Safety Policy, children under 10 must be accompanied by an adult or a responsible caregiver aged 13 or older.
- If all study rooms are booked, staff may reserve the Friends Meeting Room if it is available.

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Policy Violations

The use of Community Spaces is a privilege. Repeated violation of this policy or attempts to misuse or monopolize Community Spaces can result in loss of Community Space privileges.