Leominster Public Library
Community Space Policy

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

Community Space Policy Statement:
The Leominster Public Library welcomes public use of its community spaces in keeping with the library's mission to provide the Leominster community with materials, resources, and services that promote lifelong learning and cultural enrichment. Meetings held at the library must be free of charge and open to the general public. No fees, admission charges, collections, tuitions, sales, solicitations, stipends, or other fundraising activities are allowed.

The Library Board of Trustees approves the guidelines and regulations for Community Space Use. However, library administration may change these procedures to adapt to changing needs and circumstances. The Library Director permission is needed for approval of requests outside of these parameters.

Guidelines
Community Spaces are available to non-profit, civic, cultural, charitable, interest groups, and educational groups and organizations that have a substantial connection to the Leominster community and are engaged in activities consistent with the library's mission. The Community Spaces are not available to businesses or to organizations wishing to hold programs for members only; these groups may only use the Friends' Room.

Priorities for using the library's meeting rooms have been established in keeping with the library's mission and service goals:

1. Library-sponsored programs and those offered by groups and organizations affiliated with the library (Friends of the Leominster Public Library)
2. City of Leominster Departments and Committees
3. Programs presented by the library's community partner organizations
4. Non-profit neighborhood and community-based groups, civic groups, and non-commercial organizations serving the needs of the Leominster community

Due to demand for library Community Spaces, we limit use of our Community Room and Large Meeting Room to one meeting/month for approved groups. Room use is also limited to time blocks not to exceed 3 hours. Groups and organizations may book up to 3 reservations in advance per year. All other reservations must be submitted at least seven days prior to an event. The Library recommends that groups book Community Spaces early to ensure room availability.

Community Space Use Regulations

- Community Space Reservation Request Forms are available in print at the second floor Information Desk or online via the library website.
- Community Space Reservation Request Forms must be submitted at least 7 days prior to the event.
- At a maximum, Community Space Reservation Request Forms can be submitted up to 3 months in prior to an event.
- The applicant must be at least 18 years of age.
- The only room that can be reserved for use by for-profit or closed meetings is the Friends' Room
- The applicant must attend the meeting and assume full responsibility for the use of the room(s).
- Community Space use is subject to the LPL Code of Conduct and LPL Food and Beverage Policy.
- The reservation time stated on the agreement is the time when the first member of the group (trainer, leaders, etc.) arrives through the departure of the last person.
- Community Spaces must be vacated fifteen minutes prior to library closing.
- The group or organization and/or the applicant are responsible for removal of trash from the library.
- The group or organization and/or the applicant are responsible for paying for the replacement or repair, at the library's discretion, or lost, stolen, or damaged equipment and furnishings.
- The group or organization and/or the applicant are responsible to cover the cost of cleaning or repair for any damages that occur during use of a library meeting room.
- Attendance must be limited to the stated legal capacity for a given room. Organizers should make attendees aware of emergency exits and escape routes from the library.
- Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting.

Created: 09/24/2018
Approved by the Trustees: 11/26/2018