

MALDEN PUBLIC LIBRARY MEETING ROOMS

RESERVATIONS

The following priorities will be observed:

1. Meetings which are sponsored or co-sponsored by the Library.
2. Meetings held by a city department or official.
3. Meetings held by organized Malden community organizations.
4. Meetings held by other local community organizations.

Every effort will be made to honor all approved requests, however the library reserves the right to reschedule based on the priority list.

Written applications for all Meeting Rooms should be made to the Library Director at least 6 weeks in advance.

Applications must be signed by an authorized representative of the organization who will assume responsibility for adhering to all requirements stated herein and give the name of the person who will be present and responsible during the event.

Meeting room bookings should include time to set up and clean up. No one will be allowed set up and/or clean up while the room is still in use or reserved by another group.

Meeting rooms may not be reserved more than 6 months in advance.
Advance notice of at least 24 hours must be given to the library of meeting cancellation.

The Board of Trustees reserves the right to review all applications for the use of the meeting rooms.

PUBLICITY

The Library may not be used as the mailing address for any group or organization. No individual or group shall imply library sponsorship or endorsement in its publicity. The organization's telephone number should be included on the publicity for public informational queries.

The library telephone number may not be used on behalf of groups using meeting rooms. In an emergency the Library will deliver a telephone message. A public telephone is available in the foyer of the old and new buildings.

No literature may be distributed at a meeting without permission of the Library Director.

Decorations, posters, etc., are not to be affixed to any part of the building (inside or out) without the express permission of the Director. Directional signs or posters may be displayed inside the building on the day of the scheduled event with permission of the Director or Information Librarian in charge. All signs or posters must be on easels and not taped to walls.

**MALDEN PUBLIC LIBRARY
MEETING ROOMS**

STATEMENT OF POLICY

The Malden Public Library welcomes the use of its Meeting Rooms for public meetings of a civic, educational or cultural nature. No meeting may be held for the profit of any organization, or for any political function. School and church sponsored meetings generally will not be scheduled since other building space is available to such groups. The use of meeting rooms for library programs takes precedence over other uses.

Use of the meeting rooms by an organization does not constitute or imply an endorsement of its beliefs, policies or programs by the Library. All meetings and programs must be open to the public without charge, regardless of whether or not the attendee is a member of the organization. No admission fee may be charged, nor may any solicitations be made, articles or services offered for sale, nor any voluntary donations suggested. Any exception to this policy must be approved in advance of the Library Board of Trustees.

A group wishing to use the meeting room should submit a request in writing to the Library Director at least six weeks before the date of the meeting. The Library will supply a request form. The form should be signed by an authorized representative/sponsor of the group, and this representative assumes responsibility for the group while it uses the meeting room.

The Sponsor agrees to save the Malden Public Library, their agents, servants or employees harmless and to indemnify them from all loss, cost or damage on account of any and all injuries which may be sustained or property damage incurred or caused as a result of sponsor's program either by sponsor or the attending public.

The Sponsor of any group meeting in the Library shall be liable for any damage to Library property, and shall promptly reimburse the Library for the cost of repair or replacement of any library property so damaged.

The Malden Public Library assumes no responsibility whatsoever for any property placed in the Library in connection with sponsor's program, and the Malden Public Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to sponsor's property or property of others which may be sustained during or by any reason of a program presented by sponsor on Library's premises.

Use of the meeting rooms for library purposes will take precedence over all other reservations. The Library reserves the right to transfer a group or organization to another area or to cancel a reservation, if necessary. If the Library cancels a reservation, every effort will be made to provide as much advance notice as possible.

The Library reserves the right to close the building in extremely bad weather or in unforeseen emergencies.

MALDEN PUBLIC LIBRARY MEETING ROOMS

RULES AND REGULATIONS

Person in charge must enforce all regulations.

The group must follow the instructions of the library or custodial staff at all times in regard to the safe and orderly operation of the Library. If the group or and individual in attendance is not conforming to acceptable behavior, they may be asked to leave the premises.

Attendance must be limited to capacity of the meeting room. Activities or assembly of meeting attendees must be restricted to the confines of the room reserved for the meeting. Attendees will not be allowed to congregate outside the meeting room. Attendees may not block ramps, exits or aisles.

All federal and state laws, local ordinances and rules of the police and fire department regarding public assemblies must be strictly obeyed.

All meetings must end 15 minutes before closing. Meetings which extend beyond this are subject to overtime fees, in addition to room use fees. No meetings may be scheduled before the library opens or extend beyond the closing time without permission of the Library Director.

A member of the custodial staff must be present when the library facilities are used after hours.

No smoking is permitted. Alcoholic beverages may not be served.

Light refreshments may be served in the Maccario Meeting Room and the Conference room on the upper level of the new addition. (Food and beverages are not allowed in the art galleries). The kitchen adjoining these rooms may be used. All food, supplies and utensils must be provided by the group and the group is responsible for cleaning the room(s) after use. Leftovers must be removed. Spills or other accidents requiring custodial attention must be reported immediately.

A group that has received permission to use the meeting room may use the stack chairs and folding tables in the meeting room. (Ordinarily there are tables and chairs already set up – any furniture moved by users must be returned to their original positions at the end of the meeting). The group is responsible for setting up the furniture and returning the furniture to the storage area when the meeting is over. The group is also responsible for replacing any lost or damaged furniture.

**MALDEN PUBLIC LIBRARY
CUSTODIAN OVERTIME SERVICE
AGREEMENT FORM**

I agree to pay for the services of a staff custodian after Library closing hours, or on days when the Library would normally be closed.

I agree that the fee of \$25.00 each additional hour or fraction thereof for this service will be included with payment of room rental.

Signature or Name of Person or Organization making application:
