

Littleton Public Library

Meeting Room Policy

Statement of Purpose:

The McLure Program Room at the Littleton Public Library is provided to further the vision and mission of the Littleton Public Library as adopted by the Library Board of Trustees. All activity in the McLure Program Room shall comply with established Library policy.

Priority for the use of the McLure Program Room will be granted to Littleton Public Library sponsored events.

The intent of this policy is to make the library's limited meeting room space available on an equitable basis for the community.

The McLure Program Room may be reserved by Littleton Public Library cardholders (see section 4 of the LPL General Policies for eligibility) for educational, cultural, and civic purposes that must be open to the public. Any group not based in Littleton requesting use of the room must show substantial connection to the Town of Littleton through its stated mission, service area, or membership.

Personal or family parties cannot be hosted at the library.

Priorities for the McLure Program Room use are as follows:

- Library programs or library sponsored programs and meetings, including Littleton Public Library Board of Trustees and Friends of the Library.
- Town of Littleton governmental departments and boards as needed.
- Littleton based cultural, civic or educational non-profit groups or organizations.

Groups who wish to use the meeting room should contact the library director to obtain an application and verify room availability. One person, who is at least 18 years of age, must assume responsibility for any meeting, providing a name, email address, mailing address, telephone number, as well as the full name of the organization, purpose of the meeting, time desired, and number of persons expected.

Reservations may be made up to three (3) months in advance. Reservations shall be accepted, subject to the provisions of this policy, in the order received. Library programs will have priority; use of the rooms by the library for any purpose shall be permitted. An adult representative for each group using the library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time. As library programs and events have priority over all other uses of the room, the library reserves the right to reschedule a group should an unforeseen library event conflicts with a scheduled meeting.

Attendance at meetings/events will be limited to the room capacity: 34. Seating or supplementary furniture is not permitted in the corridors outside the McLure Program Room.

The McLure Program Room is available for use during the library's regular operating hours. Reservation times include setup and breakdown. Use of the room shall not conflict with customary library operations and may not disturb the use of the library by other patrons.

The Littleton Public Library recognizes the rights of free speech and free assembly. Permission for a group to use the library space does not constitute an endorsement of the group's philosophy or objectives by the library. Users shall not imply in its advertising or during the meeting/use of the premises that the Library has sponsored or supports its meeting/use or group/organization. Neither the name nor the address of the library may be used as the official address or headquarters of a user.

No fee will be charged to Littleton residents or Littleton-based organizations for the use of the McLure Program Room. There will be no commercial use of the room. The room may not be used for social gatherings or fund-raising functions except for library-related events. No fees, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored functions. Events sponsored by the library may involve a fee or sale of literature.

No smoking, alcoholic beverages, or illegal activities shall be allowed on library premises.

Arrangement and set up of the furniture is the responsibility of the group using the room. Groups are required to leave the room in a neat and orderly condition. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture. Lighted candles or flames are prohibited on library premises. The library is not responsible for any articles left at the library and assumes no responsibility for the safety of private property brought onto the premises, or for the injury to any persons attending the meeting. Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the library. The responsible party representing the organization shall be liable for any damages occurring to any library audiovisual equipment used.

The library may require a group to provide proof of liability insurance.

Failure to abide by the rules of the library or other misuse of the McLure Program Room as well as any misrepresentations in any materials submitted in connection with the application for use of the room may result in cancellation or termination of the agreement and may further limit the user's ability to obtain use of the room in the future.