

HANSON PUBLIC LIBRARY – SENIOR CENTER COMMUNITY ROOM POLICY

GENERAL POLICY: The Board of Library Trustees and Council for Elder Affairs welcome the use of the room by any group for meetings of a civic, educational or cultural nature. Granting any group permission to meet in the Community Room does not in any way constitute an endorsement of the group's policies or beliefs. The Board of Library Trustees and/or Council for Elder Affairs reserve the right to restrict the use of the room.

RESERVATIONS:

1. Arrangements to reserve the room should be made by submitting the application form online via the Library's website, completing a paper copy and faxing it to 781-293-6801, or returning it to the office of the Library Director or Director of Elder Affairs. The approval of both departments is necessary.
2. All reservations will be filled on a first come, first served basis. Each request for Community Room use must be accompanied by an application. The application form is available online at the library's website or may be obtained at the Library/Senior Center. Library or Senior Center activities will always take precedence in scheduling. No group has an exclusive right to use the Community Room on a long-term basis. Emergencies may require rescheduling of any group.
3. In the event that the building is closed due to inclement weather, the use of the Community Room will automatically be cancelled for that date.
4. Meetings must not extend beyond the hours of the Library or Senior Center.
5. The Board of Library Trustees and Council of Elder Affairs may waive the above regulations for Town of Hanson Board meetings.

FACILITIES:

1. You are requested to arrive in time to arrange tables and seating to meet your needs. The Community Room is certified to seat 80. Tables and a podium are available upon request.
2. No smoking is permitted. Alcoholic beverages may not be served. Nothing is to be attached to the walls.
3. At the close of the meeting, the organization is responsible for returning all furniture to its original position, leaving the room in a clean condition, and removing all trash.
4. Restitution for any damage beyond normal wear and tear will be the responsibility of the group involved.

The Board of Library Trustees and the Council for Elder Affairs reserve the right to prohibit the use of the Community Room if any organization abuses the regulations set forth above.

Revised 3/2015 by the Board of Library Trustees