

# Hanson Public Library / Multi-Service Senior Center Community Room Policy

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The Hanson Public Library welcomes the use of the Community Room by groups for meetings that are educational, cultural, or civic in nature. The Board of Library Trustees and/or Library Director are responsible for determining if the use of the Community Room proposed by an applicant satisfies the above criteria. Final determination regarding interpretation of this policy rests with the Board of Library Trustees.

The Community Room is made available on an equitable basis. In allocating its use, the Board of Library Trustees and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

Permission to use the Community Room does not imply that the Hanson Public Library, the Board of Library Trustees, or the Town of Hanson endorses the aims, activities, opinions, beliefs, policies, or programs of any group or organization, or the views expressed in the meeting.

The Board of Library Trustees and/or Library Director reserve the right to refuse the use of the Community Room or cancel any reservation if either deems it in the best interest of the Library and the community it serves, or if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any way inconsistent with or in contravention of any of the terms and conditions in this policy.

The Board of Library Trustees may make exceptions to this policy if the Board deems it to be in the best interest of the Library and the community it serves.

## Reservations

Groups wishing to reserve the Community Room must submit a completed application form. Reservations require the approval of the Library and may require the additional approval of the Senior Center. Any false, misleading, or incomplete statement on the application form shall be grounds to forbid the use of the Community Room by the applicant group.

- Applications may be submitted through the online form available on the Library's website, or paper copies may be submitted in person, by fax, or by email.
- Reservations may be made up to 90 days in advance. This limit applies to both single and repeat bookings.
- Applications should be submitted at least one week in advance of the meeting. Scheduling requests submitted less than one week in advance will be accommodated when possible.
- All meetings must be held during the normal operating hours of the Library or Senior Center.
- Time to set up and clean up should be included in the requested meeting times.
- Groups should allow sufficient time for all participants to leave before the building closes.
- If the Community Room is unavailable for the date and time requested, the Library may allow a group to use a different space in the building, such as the Historical Room or Senior Center. Use

of the Senior Center requires permission of the Director of Elder Affairs. If the meeting is held in a space other than the Community Room, all terms and conditions of this policy shall still apply.

## Priority of Use

Subject to the provisions of this policy, applications to use the Community Room will be considered in the order received.

Use of the Community Room for Library or Senior Center purposes shall take precedence over all other uses. The Library reserves the right to reschedule or cancel reservations should the Community Room be needed for a Library or Senior Center program.

The Library may relocate a meeting from the Community Room to a different space in the building in order to accommodate a reservation by another group. If the meeting is held in a space other than the Community Room, all terms and conditions of this policy shall still apply.

No group has an exclusive right to use the Community Room.

The Board of Library Trustees has established the following priorities for scheduling use of the Community Room when there are competing requests:

1. Library or Senior Center sponsored meetings and programs
2. Meetings and programs sponsored by groups and organizations affiliated with the Library or Senior Center
3. Town of Hanson departments, boards, commissions, and elected bodies
4. Community-based groups and organizations that primarily serve Hanson residents
5. Other groups serving the needs of the community

## Closings/Cancellations

The Community Room will not be available when the building is closed due to emergency conditions or inclement weather. Library staff will attempt to notify applicants if their meeting must be canceled due to an unscheduled closing, but the group is ultimately responsible for ascertaining if the building is open. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

Groups are requested to notify the Library of cancellations at the earliest possible date in order to free the space for another group. Failure to notify the Library of a cancellation may result in the loss of Community Room use privileges.

## Prohibited Uses

The Community Room shall not be used for:

- Private parties or social gatherings (e.g. birthday parties, baby showers, etc.)
- Entrepreneurial or commercial purposes

- Solicitation of business
- Promoting or selling services or products by for-profit individuals or companies
- Programs promoted as educational in nature, but that seek to sell a particular product or service
- Fundraising, other than to benefit the Library or Senior Center
- Religious ceremonies or services
- Political campaigning

## Rules of Use

Any violation of these rules may result in the loss of Community Room use privileges.

- Smoking, alcoholic beverages, and illegal substances are prohibited.
- Candles and/or open flames are prohibited.
- Materials may not be affixed to any surface (i.e. walls, floors, ceilings, windows, doors, furniture, or fixtures).
- All persons attending a meeting shall comply with all requests by Library staff.
- Meeting attendance must not exceed the capacity of the room.
- Approaching Library users for the purpose of encouraging participation in the group's activities is prohibited.
- Meetings must be free of charge to participants, except programs held to benefit the Library or Senior Center.
- Groups may not promote, sell, or exchange goods or services.
- Groups are to adhere to the stated purpose of the meeting.
- Groups are responsible for the security, safety, and behavior of all participants.
- Minor children, whether involved in the meeting or accompanying meeting participants, must be under adult supervision at all times.
- The rearrangement of seating and tables is permitted, provided that such furniture is returned to its original position by the end of the meeting.
- All food and drink must be confined to the room.
- Groups must remove all food, trash, and meeting related items by the end of the meeting and must return the room to the condition in which it was found.
- Groups are responsible for safeguarding their property. The Town of Hanson, Hanson Public Library, Board of Library Trustees, and Library staff assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using the Community Room.
- Groups are responsible for damage to Library, Senior Center, or Town owned property incurred while using the Community Room and must pay for the cleaning, replacement, or repair, at the Library's discretion, of lost, stolen or damaged equipment and furnishings.

## Publicity

No group shall in any of its publicity state or suggest that the Hanson Public Library, the Board of Library Trustees, or the Town of Hanson sponsors, co-sponsors, endorses, or approves the meeting, the group, or any particular set of ideas.

All publicity must indicate the name of the group sponsoring the meeting and must explicitly state that the meeting is not affiliated with or endorsed by the Hanson Public Library.

The name, address, and phone number of the Hanson Public Library may not be used as the official address or headquarters of groups using the Community Room.

Groups may identify the Library and provide its address in their publicity for the meeting, but may not give out the Library's telephone number or invite potential attendees to contact the Library.

## **Disclaimer**

All organizations or groups shall indemnify, defend and hold harmless the Hanson Public Library, the Multi-Service Senior Center, and the Town of Hanson, their officers, agents, trustees and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of any of the Library/Senior Center building's meeting spaces.

Adopted by the Board of Library Trustees  
May 28, 2019