



# MELROSE PUBLIC LIBRARY

## Meeting Room Policy

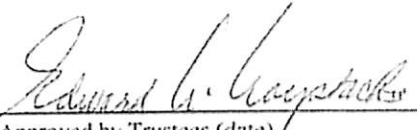
Meeting Rooms in Melrose Public Library are available for Melrose organizations of a civic, cultural, or educational purpose. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions. Use of meeting rooms for library purposes shall take precedence over all other uses.

Public use of meeting room space is not the library's primary mission, and must at all times be subordinate to the need to provide a safe, peaceful and respectful environment in which to conduct regular library business. No use of the meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library buildings or collections.

There is no charge to use the meeting room spaces at the Melrose Public Library, nor may staff accept any funds either personally or on behalf of Melrose Public Library, to influence meeting room use approval. However, donations freely made to the Trustees of the Melrose Public Library are gratefully accepted.

The right to use meeting room space is dependent upon adherence to the Meeting Room Regulations provided to all users of the meeting room space.

Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

  
Approved by Trustees (date) 10/2/12

# **Melrose Public Library**

## **Meeting Room Regulations**

*Effective October 2012, revised March 2018, revised September 2021*

Meeting Rooms in the Melrose Public Library are available for Melrose organizations of a civic, cultural, or educational purpose. Meeting Room reservations are not available for the benefit of private individuals or commercial interests.

The following regulations must be observed:

1. Meeting rooms are available during regular library hours on those days that the library is scheduled to be open. Meetings should end no later than 15 minutes before closing. The building must be vacated by closing time.
2. Priority shall be given to library functions or meetings related to library activities. Library staff shall have the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, staff will make their best effort to give advance notice.
3. Courtesy to Library staff is expected at all times. Public use of the library's meeting rooms must be subordinate to the need to provide a safe, peaceful and respectful environment in which to read and study. No use of the meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library buildings or collections.
4. All groups using Library meeting room space must fill out a group registration form prior to the first use of a room, and update the library if any changes are needed.
5. Young children who attend meetings with their parents must remain with their parents.
6. Meeting room requests shall be granted on an individual basis, with the Library Director reserving the right to refuse or withdraw the use of the facility for reasons of unsuitability as to size, scope of the meeting, or abuse of property.
7. In case of an unscheduled library closing, such as weather-related closures, the library will make its best effort to notify group contact persons with the contact information on file. Such groups may reschedule another meeting time.
8. Groups that repeatedly cancel without proper notice, demand a meeting room without a reservation, change rooms/dates, or violate other regulations may lose their room use privileges for a minimum of three months.

*Organizations using a meeting room are encouraged to make a donation to the library if they are able. A check payable to Trustees of Melrose Public Library may be left at the main desk.*

**Melrose Public Library**  
69 West Emerson Street  
Melrose, MA 02176  
781-665-2313 x116

**Christine Morrissey, Library Office Coordinator**  
[melcalendar@noblenet.org](mailto:melcalendar@noblenet.org)  
[www.melrosepubliclibrary.org](http://www.melrosepubliclibrary.org)

**Group Registration Form**



Patrons requesting any room must be a Melrose resident with a public library card and be part of a Melrose non-profit, civic or cultural, or educational group.\* The library can accommodate groups of 16 or less. Room availability is on a first come – first serve basis.

The library requires a Group Registration Form the first time you request a room. If your group’s contact information changes, you need to submit a new form.

All room requests require advanced planning on your part. When you are looking at dates for your group, you will see that the first date available is 4 days out for the Dennis J. Kelley Room, Trustees Room, and Elevator Access Room. The furthest you can request is 8 weeks out. To cancel a room request, click on the link in your confirmation email, or email or call the contact information above.

All groups are subject to approval. The library reserves the right to change dates or locations as needed. Groups are limited to 1 event per week and 5 per month.

**Group Information:**

Melrose Non-profit, Civic, Cultural, or Educational Group:

Organization: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Melrose Address: \_\_\_\_\_

Email: \_\_\_\_\_

Cell/Daytime Phone: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ (if applicable or N/A)

Email: \_\_\_\_\_

Cell/Daytime Phone: \_\_\_\_\_

***\*By requesting this room, the library card holder hereby agrees to abide by all applicable Policies and Regulations for the above facility.***

*Updated 9/22/21*

\_\_\_\_\_  
Signature Date