

## Abington Public Library Copeland Meeting Room Policy

Abington organizations are welcome to use the Copeland Meeting Room, which has a capacity of ninety. **Use of the meeting room is restricted to organizations directly serving the civic, educational, cultural or recreational interests of the town.**

- The Meeting Rooms may **not** be used:
  - a) In furtherance of any political candidate or ballot question committee, but rooms may be used for nonpartisan political events, such as a “candidates’ night” or debate, conducted by a nonpartisan sponsor.
  - b) By organizations or individuals for private gain or personal use.
- Due to the number of groups requesting the use of the meeting rooms, meetings will not be allowed on a regular basis. Any organization may use the meeting room up to eighteen times per year.
- In order to reserve the date and coordinate scheduling of furnishings and equipment, organizations must submit an application form ten business days in advance. This application must be submitted by a person 18 years of age, or older.
  - All youth group applications, including public school groups, must be completed by an adult advisor, teacher, coach, leader etc. and this adult must accompany the group; verification of the advisor’s affiliation with the sponsoring school or youth group must be available upon request.
  - Applications received less than ten business days in advance will be considered as space and scheduling permit.
- The numbers of tables and chairs needed must be included on the meeting room application. Groups may be required to set up and take down tables and chairs.
- Groups must provide and use table coverings for crafts/activities which may stain the tables.
- Designated staff members will do scheduling.
- There are no cooking facilities. Refreshments will be restricted to beverages and finger foods.
- The Town of Abington prohibits smoking, electronic cigarettes and the use of alcoholic beverages in its town buildings.
- The organization using the facility will be responsible for leaving the room as originally found. **All food must be removed.** There is no access to trash facilities on the premises. Food trash must be taken away for disposal. If the kitchenette is used, it must be cleaned.
- A ceiling mounted projector and a sound system are available on request. Library staff must oversee set-up of electronic equipment. Organizations must provide their own laptops for use with the

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projector. Damage to the library's equipment will be restored at the expense of the meeting room user. The room has unsecured public Wi-Fi.

- Use of the meeting room does not imply access to library supplies such as paper, poster pads, etc. Meeting room users must follow library policy and pay for photocopier use.
- In publicizing a meeting to be held in a Library meeting room, the Library phone number/email address/website/social media should NOT be listed for further information and the sponsoring group must be clearly identified.
- With the exception of meetings/events sponsored by the Friends of the Library and municipal, state and federal governmental agencies, the Library does not list non-Library sponsored meetings and events in its Newsletter, online calendar, website, social media or other publications.
- Any stains or spills on the carpet will be cleaned and damage to the library's equipment will be restored at the expense of the meeting space user.
- All meetings shall be open to the public as space permits.
- The library's own programming shall take precedence over any other meeting.
- If the Library has to close because of an unforeseen emergency, including inclement weather, meeting room use will be canceled. Reasonable effort will be made to notify all parties booked in the meeting room.
- Decorations, posters, wallhangings, mobiles, labels, etc. will not be affixed to the walls or any other part of the building.
- Granting permission to a group to meet at the library does not in any way constitute or imply an endorsement of its beliefs, policies, or program by any library official or by the Board of Library Trustees and groups may not imply Library endorsement or sponsorship of their programs or organization in their publicity.
- The Library Director shall grant requests to use the Meeting Room as conditions permit. The first priority for the Copeland Meeting Room is to serve the community through our library programs and functions that further the work of the Library. Second priority will be given to town agencies, organizations directly affiliated with those agencies, and to local non-profit groups. Other organizations may reserve the use of the meeting space as the schedule permits. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. The Board of Library Trustees and/or the Library Director reserve the right to disallow the use of the room for any purpose incompatible with the overall mission of the Library. Violation of this policy may result in revocation of meeting room use for a period of time to be determined by the severity of the infraction.

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