

Amherst Public Library - Meeting Room Policy

This policy applies to meeting room usage at all four Amherst Public Libraries (APL).

1. The meeting rooms at the Amherst Public Libraries (APL) are used primarily for programs conducted or sponsored by the library and secondarily for community meetings having educational, cultural, governmental, not-for-profit or civic purposes.
2. All meetings must be open to the public. However, pre-registration may limit attendees.
3. The meeting room may not be used for sales promotions, for-profit enterprises, parties, political campaigns, services of worship, or for the benefit of private individuals or commercial concerns. At the discretion of the APL Director and/or APL Board of Trustees, fund-raising to benefit the Library may occur. Sales of books/other materials by authors/artists, pursuant to a merchandise fee, are permissible at Library sponsored programs with prior permission.
4. Permission to use the meeting room does not constitute an endorsement by the APL of a program or point of view expressed. Except as a designation of location, the name of the APL may not be used in any publicity relating to use of the meeting room.
5. In fairness to the numerous groups in the community, reservations may be limited in frequency and by time range of usage.
6. APL may pre-empt use of the meeting room for library purposes.
7. Meetings must be conducted so as not to disturb the regular work of the library.
8. Adult supervision is required for any group of minors. The organization's contact person must be 18 years of age or over and be in attendance when the facility space is in use. That person shall be responsible for managing orderly behavior of all attendees.
9. Programs should be planned so that meeting space will be vacated 30 minutes before closing or at a time determined by the Library staff in-charge at the time of the event. Set-up time and cleanup should be included when booking a time range for a meeting.
10. The meeting room is available for use during the APL's normal hours of operation. No meeting will be scheduled for times when the library is closed unless permission is granted by the APL Board of Trustees or Director.
11. No admission fee or donation may be charged for non-library sponsored events.
12. Use of the meeting room is made with a Librarian or designee. Cancellations or change of meeting dates/times must also be cleared with the Librarian or designee.
13. No cooking may be done or food/drink served without the approval of a Librarian or designee. Open flames are not allowed. No alcoholic beverages may be served.
14. No games of gambling may be played.

15. APL is not responsible for any supplies or equipment left in the meeting room. APL does not provide storage for materials.
16. Any use of Library audiovisual material or other equipment must be pre-approved.
17. Library personnel are not in a position to assist organizations with their event. While tables and chair requests may be made ahead of time, it is the organizer's responsibility for setup and cleanup.
18. The meeting room must be left in an acceptable, unlittered condition. Any damage or additional cleaning fees will be assessed to the reserving organization/individual(s). Organizers may be asked to remove garbage from the room. Persons using the facility may not attach to any surface, decorations, displays, adhesives, etc.
19. If the APL has to close because of weather conditions or other emergencies, the meeting scheduled for the library's meeting room is canceled.
20. Room capacity limits are pursuant to Fire Code, but is subject to change based on health and safety requirements.
21. The applicant assumes responsibility for participant accommodations (e.g., assistive listening devices, interpreters, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
22. The meeting room is not completely soundproof. Please do not use electronic devices or other items at a volume that disturbs other patrons.
23. Applicants and program participants are expected to conform to the Amherst Public Library's Rules of Conduct.
24. Infringement of any of the regulations here stated shall be grounds for the immediate termination of the meeting/event as well as grounds for denial of future use.
25. Library personnel must have free access to meeting rooms at all times. APL retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.
26. The meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board.

Adopted February 19, 1998. Amended December 4, 2023.