

# Conference Room Use Policy

Holliston Public Library

The Conference Room is a general-purpose meeting facility located in the Holliston Public Library building and is available to non-library groups and individuals at the discretion of the board of Library Trustees. To provide guidance for the use of the facility for non-library functions the Trustees have adopted the Policy for Use of the Conference Room.

In general, the Policy provides for application procedures, responsible party identification, and limits on use.

1. The Conference Room shall be available to any individual or group upon approval of written application.
  - a.) The following are not permitted: Private Parties or Celebrations, anyone selling products, running a business, or fundraising of any kind.
2. The room must be reserved before use.
3. The Conference can be reserved for a maximum of 2 hours per day and not more than 3 days per week.
4. The person signing the application must be a resident of Holliston, over 18 years of age and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
5. In all cases, priority will be given to library programs first.
6. The Conference Room shall be available only during the posted hours of operation of the Holliston Public Library.
7. No custodial services are provided in connection with the use of the room. The library staff provides no furniture moving or hospitality services. The person making application shall be responsible for topical cleaning of the room immediately after the use and the disposal or removal of all trash.
8. No applicant or end user may charge an admission-type fee for any event or program held in the Conference Room.
9. Liquor is not permitted in the Library without the approval of the Board of Trustees and the Board of Selectmen.
10. By allowing any individual or group to use the Conference Room it is understood that the Trustees do not endorse any views or positions held by the speakers or presenters.
11. The number of attendees shall be limited to the maximum capacity as determined by the Fire Chief.
12. The applicant can have no expectation of privacy as staff must be allowed entry at any time.

This policy shall be attached to and made part of any application.

*Policy voted by the Holliston Library Board of Trustees  
September 4, 2019*

# CONFERENCE ROOM

## HOLLISTON PUBLIC LIBRARY CONFERENCE ROOM APPLICATION

To: The Board of Trustees, Holliston Public Library

Permission is hereby requested for use of the library meeting room. The person signing this request has read the meeting room policy and agrees to abide by them. The signer assumes personal responsibility for the discipline of the meeting and the care of the room and equipment and will agree to hold the library harmless of any liability, expense or damage by reason of the meeting for his or her organization in connection with this request.

Date(s) \_\_\_\_\_

Meeting(s) will begin at \_\_\_\_\_ and end at \_\_\_\_\_

Number expected to attend \_\_\_\_\_ (Maximum Capacity is 20)

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Phone number \_\_\_\_\_

A copy of this application may be kept by the applicant.

Please read attached Policy for Use of the Conference Room.

*Policy voted by the Holliston Library Board of Trustees  
September 4, 2019*

<b>Entered in Calendar</b>
<b>Staff Member</b>
<b>Supervisor</b>
<b>Double Check</b>