

## Williamsburg Libraries Meeting Rooms Policy

### Hawks~Hayden Community Room

The sign on the door to the Hawks~Hayden Community Room reads:

***This room is given in honor of William A. Hawks and Annie J. Hawks who created Williamsburg's first library in their home on North Main Street and Anna Isabella Hayden who donated the Haydenville Library. They gave the pleasure of books and ideas, and the places to share them, to the people of Williamsburg.***

The room fulfills another goal of its donors by providing a fully accessible community room within the public library. The Trustees of the Williamsburg Libraries welcome use of the Hawks~Hayden Community Room.

### Haydenville Library

The Haydenville Library is available as a meeting space for small groups (10 or fewer people). It is recommended for small board meetings, private groups, book groups, one-on-one meetings, neighborhood read-alouds, and other small get-togethers. This space does not have WiFi.

### Who can use the library meeting spaces?

The library subscribes to the equitable use of its facilities regardless of beliefs or affiliations of the individuals or groups requesting use. The use of any library meeting space does not constitute an endorsement of an organization's policies or beliefs. All announcements, press releases, flyers and other promotional work must clearly state the Williamsburg Libraries do not sponsor the meeting or program. During open hours the Hawks~Hayden Room is to be open and available to library patrons. Closed-door meetings at Meekins should be scheduled when the library is closed, or at the Haydenville Library.

Priority for using the spaces is as follows:

1. Library Programs, including those sponsored by the Friends of the Williamsburg Libraries.
2. Williamsburg town boards and committees
3. Non-profit groups that are open to the public.
4. Non-profit groups that are closed to the public (held only while the library is closed.)
5. Other groups at the discretion of the director.

Use of the Hawks~Hayden Room is limited to 40 people.

Use of the Haydenville Library is limited to 10 people.

The Williamsburg Board of Library Trustees reserves the right to limit the number of times a group may use the community room in a six-month period.

### **Use by political groups**

The Meekins Library building and property are subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use (Mass. General Laws: Part I, Title VIII, Chapter 55, Section 14). Elected officials can hold office hours and public forums at the library.

A political party or political group may use space at Meekins Library for a program provided that:

- The event features a guest speaker on a theme or topic and is not a campaign rally
- The event is open to the public
- An admission fee is not charged
- No fundraising or collecting of money can take place in the building or on the property
- No distribution of campaign or party/group related buttons, flyers, posters, etc. can be done in the building or on the property
- The event must be advertised as “Presented by [Group name]” and “held at Meekins Library.” Meekins Library must not be listed as a host or sponsor on any flyers, social media, advertising or town boards.

The Meekins Library is committed to providing varied programming to our patrons for both educational and recreational purposes. The Assistant Director oversees programming and reserving spaces. The Library Director and Board of Trustees reserve the right to cancel an event if this policy is violated.

### **Grounds and Terraces**

Arrangements for group use of the grounds or terraces at the libraries must be made in advance with the library director.

### **What are the procedures for meeting room use?**

Applications are available at the circulation desk and online and must be filled out by any group using the room.

Application for use should be made to the library director up to three months in advance. To allow for flexibility in the arrangement of library programs, we cannot accept bookings more than three months ahead.

The individual filling out the application acts as the representative of group. This person is responsible for the following:

1. The applicant will read and sign off on the library's application agreement showing they agree to the rules governing the use of the library meeting spaces.
2. The group representative must be over 21 and be in attendance when the meeting room is in use.
3. The applicant/group representative is responsible for setting up and putting away all furnishings needed for the meeting.
4. Groups needing to use audio-visual equipment must make arrangements in advance and include a member who is proficient with audio-visual aids who will be responsible for using the equipment appropriately.
5. No custodial services are provided in connection with the use of the room. The person making application shall be responsible for cleaning and straightening of the room immediately after use and the disposal and removal of all trash.
6. The applicant will be responsible for any costs incurred by the library or the town as a result of the use. This includes any extra cleaning costs that occur as a result of use and any damage to the room or furnishings that result from use.
7. All inquiries concerning meetings will be referred to the person signing the agreement.
8. The number of people attending the program or meeting must be reported for statistical purposes. The applicant is responsible for filling out the form available in the meeting room for this purpose.
9. All exterior doors should be checked upon leaving to make sure they are locked.

### **When are the rooms available?**

The Hawks~Hayden Community Room is available during regular library hours only if the meeting is free and open to the public or through special prior arrangements with the library director. Not-for-profit groups or individuals who hold closed door meetings that are not open to the public must sign up to use the space when Meekins Library is closed. The Haydenville Library is a good alternative for private meetings and is available for use throughout the day until 11pm. The signee for the group must meet with the director or his/her designee and review the security procedures for afterhours use, and sign a confirmation form. We will not extend the period for use after hours if the group has not made prior arrangements. The room must be vacated by 11:00 PM.

**Is there a charge for using the room? Can a group charge admission or collect fees?**

There is no charge for groups to use the library spaces. No program or admittance fees may be charged from the public except in the case of fundraising events for the library. A charge for cost of materials used by participants during certain programs may be made. Non-profit or non-commercial groups may accept voluntary donations during the course of a program; however, such donations shall not be solicited in a manner that is the equivalent of an admission fee.

**Weather cancellations, parking, refreshments, keys and other rules**

1. The Library will make every effort to reach scheduled groups in the case of library property closing due to weather. The signer for the group is advised to call the library and/or check our website at [meekins-library.org](http://meekins-library.org) in the case of inclement weather.
2. Parking: those attending meetings may use the library parking area after the library is closed. During library open hours, attendees are requested to find alternative public parking due to limited parking spaces at the library that should remain available for library patrons.
3. No direct mounting of materials is permitted on the walls or windows of the Hawks~Hayden Room. Ask the library director about an easel or a white board.
4. No smoking is allowed on library property.
5. No alcoholic beverages are allowed on library premises without first getting permission of the Board of Library Trustees and then getting permission and an official liquor license from the Board of Selectmen. To get a liquor license, groups may be required to sign an agreement that indemnifies the town from liability by presenting proof of adequate insurance coverage for the event.

6. Light refreshments may be served with the permission of the library director. Please ask the library director for a list of acceptable drinks. We wish to protect our carpet.
7. Normal entry and exit to the Community Room is through the library foyer.
8. If your group is meeting while the library is closed, the library director will supply you with a key to the front door which will be checked out in your name and will need to be returned. This key will open the front door and the meeting room door. All access doors directly in to the library will be locked. Please make sure all outside doors leading directly into the room are locked on your way out.

### **Neil Hammer Gallery**

The Neil Hammer Gallery is available at no charge to local artists, photographers, and crafts people. The gallery is scheduled for one month at a time per artist. Only family friendly artwork is considered. Meekins Library serves as a public library to community members of all ages and as the school library for the children of Williamsburg.

#### **Guidelines:**

1. Artists are responsible for hanging and taking down their exhibits and removing their artwork in a timely manner.
2. No direct mounting of materials is permitted on the walls or windows of the Hawks~Hayden Room.
3. The exhibitor is responsible for installing, labeling, and removing the exhibit promptly on the agreed upon dates.
4. The library sends out press releases to local media. The artist must provide a brief statement and publicity photos for this purpose.
5. Artists may send announcements/invitations, and/or provide for an opening reception at their own expense. The artist must schedule this event with the library in advance to avoid conflicts with other groups using the space.
6. The exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.
7. The library is not responsible for any losses or damage of artwork.
8. All materials are displayed at the exhibitor's own risk.

9. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit is installed, changes may be made only with Library approval.
10. The exhibitor must be identified by name within the display.
11. Exhibitors using display spaces may not charge an admission fee.
12. The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.
13. If works are sold, the library expects a donation of 10% of the proceeds.
14. Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

***Acknowledgement of receipt of Meekins Library Meeting Room  
Policy/Neil Hammer Gallery Guidelines.***

Artists please sign below and return to Meekins Library.

I, \_\_\_\_\_  
Acknowledge I have received and read the Neil Hammer Gallery and Meeting Room  
Policies

Date, \_\_\_\_\_