

## **Clapp Memorial Library Activity Room Use Policy**

### **Statement of Purpose**

It is the aim of the Clapp Memorial Library to have the activity room available during regular library hours for established Belchertown non-profit and community groups whose intent and purpose is that of providing educational, cultural, intellectual, or charitable activities subject to the rules and regulations established by the Clapp Memorial Library Board of Trustees, when not in use by the Library. The use of the activity room does not constitute an endorsement of an organization's policies or beliefs.

### **Application**

1. Requests for use of the activity room must be made at least one week in advance of the scheduled activity and will be approved by the Library Director on a first-come, first-serve basis. The room cannot be reserved more than two months in advance.
2. A completed application form must be submitted to the Library Director by an adult who shall be personally responsible for the conduct of the meeting and the adherence to these rules and regulations.
3. The applicant is expected to adhere to the stated purpose of the meeting and to conduct the meeting accordingly.
4. All announcements, press releases, flyers, and/or media advertising must clearly state: "Use of the Library activity room does not constitute an endorsement by the Clapp Memorial Library of our organization's policies or beliefs." The Clapp Memorial Library cannot be designated as the official address of any group not specifically connected to the library.
5. Requests for permission to display notices or flyers will be handled in accordance with our Sign and Bulletin Board Policy. No printed materials may be distributed on library property without prior permission of the Library Director.

### **Availability**

1. Availability of the activity room is limited to the library's regularly scheduled open hours. The room must be cleaned, reset to its original configuration, and vacated 15 minutes prior to the library's closing time.
2. The activity room is available for use as specified in the statement of purpose. For profit and private social functions (showers, birthdays, etc.) and political campaigning are not allowed.
3. The Friends of the Clapp Memorial Library have priority for use of the activity room during their biannual book sales.

### **Liability**

1. The Clapp Memorial Library, represented by its Board of Trustees and staff, does not assume any liability for groups or individuals attending a meeting in the activity room.
2. All groups will agree to hold the Clapp Memorial Library harmless from any loss of personal property used or exhibited, or for any equipment, supplies, materials, clothing or other items brought to the library or transported to the library property by any group or individual attending a meeting.

3. Organizations or individuals using library property will assume responsibility for any accidents or damages that may occur to the building, grounds, or equipment which is made available to them and must pay for all necessary repairs or replacements made as a result of damages.
4. Clapp Memorial Library will not be responsible for injury to persons or property while the building or grounds are used by any group or individual.

### **Rules for Use**

1. All events in the activity room must conclude one half hour before the library's regular closing time. The room must be cleaned, returned to its original condition, and vacated 15 minutes before the library's regular closing time.
2. Use of the room does not entitle groups or individuals to use library supplies stored in the room or hallways. Organizations are responsible for their own equipment needs, including any materials beyond the standard tables and chairs provided.
3. No materials may be affixed (tape, tacks, nails, etc.) to doors, walls, furnishings, windows, etc. either within the Clapp Memorial Library or on the exterior of the building.
4. Smoking, including e-cigarettes, is not permitted in public buildings or grounds in accordance with state law.
5. Intoxicants, including alcohol and cannabis, may not be dispensed or consumed in any part of the library or on library property.
6. No open flames (candles, incense, etc.) are permitted.
7. Refreshments may be served in connection with a meeting, but organizations are required to provide their own utensils, paper goods, food, and condiments. No food should be left in the activity room after the meeting.
8. The individual who completed the application must check in at the circulation desk upon arrival and check out with a staff member and provide a count of total individuals present after the room has been vacated.
9. The capacity for the activity room is 20.
10. At least 24 hours' notice is needed if not using the room on the specified date.

Attachment: Application for Access and Use of the CML Activity Room

Approved by the Board of Trustees, May 17, 2023