Georgetown Peabody Library
Meeting Room Policy

In keeping with the Library's mission to be reflective and responsive to the recreational, informational, educational, and cultural needs of the residents and community, the Georgetown Peabody Library's meeting rooms are available at no charge for use by community groups for informational, educational or cultural meetings and programs. The Library's meeting rooms are a community asset and we encourage their use by community groups when not in use for library programs or meetings held by town of Georgetown boards and commissions.

No use of meeting rooms will be allowed that is likely to disturb library patrons in entering and using library facilities, impede library staff in the performance of their duties, or endanger the library building or collection.

The Georgetown Peabody Library subscribes in full to the American Library Association's Library Bill of Rights. The use of meeting rooms does not imply the Library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisements or announcements implying such endorsement will be permitted.

The Library Director and/or Library Trustees have the authority to deny the use of library facilities to any individuals or groups that fail to comply with the intent and provisions of this policy.

Hours of Availability

Meeting rooms can only be reserved for days and times when the Library is open. All meetings must end at least 15 minutes before closing.

Applications and Scheduling

A reservation form is available at www.georgetownpl.org. If an applicant does not have access to the website, they may call the Library and ask to speak to the Librarian in charge of meeting room reservations.

- Reservation requests for a single event or meeting must be submitted at least seven (7) days in advance and no more than six (6) months in advance.
- Recurring groups or series of meetings may request reservations for the school calendar year. A recurring reservation may be made for the same group, day, and time on a regular schedule throughout the school calendar year, subject to room availability, and library approval.
- Applicants must be at least 18 years old.
- The contact name will serve as the authorized representative of the group who will assume responsibility for adhering to all requirements stated herein and corresponding with the Library about the group's reservations.
- Groups who wish to use the Library's projector system are strongly encouraged to test their equipment for compatibility ahead of time.
- Groups must notify the Library of any cancellation forty-eight (48) hours beforehand. Failure to do so may impinge on the right of the group to reserve rooms in the future.
- Library staff shall have the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events or for other reasons

within the sole discretion of the Director or her/his designee without liability to the organization.
- In the event of an unscheduled library closing, a group may reschedule another meeting time. Unscheduled closings will be posted on the Library's website. Whenever possible, the Library will notify the contact person after the Library decides to close.

General Guidelines for Use

- Meetings must be free and open to the public.
- Meetings involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
- Rooms may not be booked for personal events.
- Groups using meeting rooms shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
- Smoking and alcohol are prohibited. Light refreshments are permitted provided the group cleans up. No food is to be left on the premises. A small kitchenette is adjacent to the Meeting Room and may be used by groups using the Meeting Room, provided that the area is completely cleaned by the group after the meeting.
- While the Library will make every effort to set up a room in advance, please be prepared to set up or rearrange the room if necessary. The room must be left in the same condition as found. All materials must be completely removed after use of the room, and trash placed in the appropriate receptacles.
- Meetings must end at the time scheduled so the room can be prepared for other meetings.
- Posting or mounting materials on walls, doors or equipment is prohibited.
- An appropriate number of adult sponsors must accompany groups of children.
- Applicants should inform meeting participants of our Safe Child Policy.
- Fire code prohibits groups larger than the official capacity of a given room. The occupancy limits are as follows: eighty (80) persons for the Meeting Room and ten (10) persons for the Local History Room.
- Exits must be clear at all times.
- The Library will not store or be responsible for equipment belonging to groups using the facility, except with the permission of the Director.
- Groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The group and its designated individual shall be responsible for any damage to library property.
- Misrepresentation of the use of the room or failure to abide by the policies of the Library may be cause for denial of further use of the meeting rooms.

Publicity

- The name, address and/or phone number of Georgetown Peabody Library may not be used as the official address or headquarters of groups using meeting rooms. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or endorsed by Georgetown Peabody Library.
- The Library does not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs.
- Groups are welcome to give the Library flyers for posting on the Library's bulletin boards in accordance with our Bulletin Boards and Materials Distribution Policy.

Liability

All organizations or groups shall indemnify, defend and hold harmless the Georgetown Peabody Library and the Town of Georgetown, as well as its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent or wrongful act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of a library meeting room.

Local History Room

The Local History Room and its collection, equipment, and furnishings are to be used primarily for the purpose of local history research and related activities. When available, the Local History Room may be reserved by individuals or small groups for educational, civic, and cultural purposes. However, because the room houses the Library's Local History Collection, individuals conducting local history research must be permitted access to the room and its materials during reserved times. Groups or individuals using the room should expect that researchers may enter the space to consult materials from the Local History Collection.

All materials in the Local History Room are considered reference materials and may not be taken out of the room or building for any reason unless approved by the staff. Materials are placed in the Local History Room because they are unique, costly to replace or irreplaceable. Many are one-of-a-kind and in fragile condition. Therefore, in the interest of preservation and security, certain restrictions must be placed on their access, use, and care. Violation of this policy will result in loss of access to the Local History Room and Local History Collection.

Policy amended and approved by the Georgetown Peabody Library Board of Trustees on 3/9/2016; 9/23/2024; 9/28/2026.