

Thomas Crane Public Library Meeting Room Use Policy

Policy Statement

In keeping with its mission to facilitate lifelong learning, provide opportunities for cultural enrichment, and foster a sense of community, the Thomas Crane Public Library welcomes public use of its meeting rooms for meetings and events that are free of charge to the public and open to all residents of Quincy, City of Quincy Departments, and Quincy based community organizations. Meeting rooms are made available as a public service and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities.

Regulations

Eligibility & General Guidelines for Meeting Room Use

1. Meeting rooms are available to non-commercial organizations engaged in educational, cultural, civic, intellectual, or charitable activities, including non-profit corporations, nonprofit citizens' groups, political committees (except for a candidate's campaign committee), a governmental subdivision, or a department/division/bureau of a governmental subdivision, and Quincy-based groups designed to enrich the lives of City residents (see below).
2. All meetings must be open to the public and no fees may be charged or solicited (during, before, or after the event in the name of the event).
3. No private or members-only meetings, events, or social functions, including but not limited to parties, weddings, showers, etc. are permitted, except for Library- or City of Quincy-sponsored programs.
4. Meeting rooms may not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit, or for fundraising, except for fundraising events sponsored by the Library's Friends or Foundation that benefit the Library.
5. No donations of money or other property may be solicited or collected from the audience; (during, before, or after the event in the name of the event, either in person or online); no sales lists may be compiled; and no goods or services shall be promoted, sold, or exchanged upon the premises except with advance permission from the Library Director.
6. Meeting rooms may be used by political groups for meetings of an informational nature that are open to the public, such as public forums, debates, and group candidates' nights. Rooms may not be used for direct campaign activities for individual candidates.
7. Public use of meeting rooms must be subordinate to the need for a safe and appropriate environment for library patrons and staff. No meeting room use will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the

performance of their duties, or endanger patrons, staff, or the library facilities or collections.

8. Priorities for meeting room use are as follows:

- I. Library sponsored and co-sponsored programs, and those offered by organizations affiliated with the Library (Friends of the TCPL and TCPL Foundation)
- II. City of Quincy-sponsored meetings or programs
- III. Eligible non-profit community groups, civic groups and non-commercial organizations serving the needs of the Quincy community

9. The Library will allocate the use of its meeting rooms on an equitable basis, regardless of the beliefs or affiliations of an applicant organization. The Library does not endorse or advocate the viewpoints or activities of any group using its meeting rooms. In order to ensure equitable access for all eligible applicants. Although most rooms can be booked weekly, there is a maximum limit of one weekly reservation per group per year system-wide.

10. Programs, events or gatherings of more than 10 people for an organized activity may not be held in public areas to circumvent the meeting room policy. All programs must have a reservation and be in a meeting room.

Availability of Facilities and Equipment

11. Library meeting rooms are available for use within scheduled blocks of time during regular library hours. Rooms are not available when the Library is closed to the public, except for Library and City of Quincy sponsored meetings and events.

12. All meetings must end no later than 30 minutes before the end of the Library's business day. Rooms should be clean and all meeting attendees must leave promptly before the building closes for the day.

13. Meeting rooms are available to be set up 15 minutes before the start of the event, and must be cleaned and ready to be used within 15 minutes of the end of the event.

14. A variety of furnishings (e.g. chairs, tables) and equipment (e.g. whiteboards, screens, projectors, microphones) may be available for use in a meeting room. Current information about available furnishings and equipment is posted on the Library website.

15. If use of meeting room equipment and technology has been requested, groups must schedule advance training prior to the scheduled event. Library staff are not available to assist with equipment during a meeting or event.

16. Groups are responsible for the repair or replacement of lost, stolen or damaged Library equipment.

17. The following Library meeting rooms can be reserved:

Main Library

Room	Min/Max Capacity	Guidelines
Community Meeting Room (Ground Floor)	30 / 100	Groups using the meeting room may not use adjacent atrium space or kitchen without advance approval from the Library Director. Use is limited to once per month per group.
Classroom (2nd Floor)	10 / 30	Use is limited to once per week per group.

Adams Shore Branch

Room	Min/Max Capacity	Guidelines
Community Meeting Room	10 / 75	Use is limited to once per week per group.

North Quincy Branch

Room	Min/Max Capacity	Guidelines
Dinegan Room	10 / 20	Use is limited to once per week per group.
Community Meeting Room	20 / 50	Use is limited to once per week per group.

There are no community spaces at Wollaston Branch.

18. All federal, state, and local laws regarding public assemblies must be obeyed.

Scheduling and Reservation Procedure

19. Applicants shall use the Library's online booking system to check room availability and submit reservation requests. An application for use does not assure approval. The applicant completing the application must be a resident of Quincy, over 18 years of age and be in attendance when the meeting room is in use. They 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. *A completed application indicates that the applicant has read, understood, and will abide by this policy.*

20. Reservation requests are considered in the order they are received and will be approved or disapproved by the Library at its sole discretion; Groups will receive a confirmation email once a reservation has been accepted. The Library will make every effort to respond to all requests within 3 business days.

21. Meeting room reservation requests may be made no more than three months and no less than one week in advance.

22. Changes or cancellations must be received at least three days in advance of the scheduled event. Groups that cancel without proper notice or fail to use a reserved meeting room may lose their room use privileges.

23. The Library reserves the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library-sponsored programs and/or special events. In such cases, the Library will make every effort to give ample advance notice, and to schedule an alternate time for a previously confirmed outside event.

24. In case of an unscheduled Library closing due to building or weather conditions, or other special situations, the Library will make every effort to notify group contact persons using the contact information on file. Such groups may reschedule another meeting time based on room availability.

Publicity

25. In issuing posters, press releases, or other publicity, the Library phone number may not be listed for further information and the sponsoring group must be clearly identified.

26. The name, address, and/or phone number for the Library may not be used as the official address or headquarters of groups using Library meeting rooms.

27. Meeting room reservation information is a public record and subject to public notice. Contact information for individuals and organizations reserving rooms is required.

28. Groups may not imply Library endorsement or sponsorship of their program or organization in their publicity. The following language must be added to programs listed in the Library's online calendar: "This program has not been sponsored by the Thomas Crane Public Library".

29. Posters and flyers may be submitted in advance for posting on the Library's community bulletin boards.

30. Publicity will not be shared on the library website through library social media, library press releases, other bulletin boards, or through any other City or Library channel.

Use of Meeting Rooms

31. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room, unless other access arrangements have been made in advance.

32. Meeting room activities must begin and end at the times specified in the reservation.

33. Tables and chairs are available at each location. Groups are responsible for setting up, rearranging, and taking down tables and chairs. Nothing may be attached to the doors, windows, walls, ceiling, or floor.
34. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
35. Food preparation is not allowed in the meeting rooms and only beverages and light refreshments may be served. Groups are responsible for cleaning up after use, and all beverage spills must be reported immediately to Library staff.
36. Applicants must provide their own supplies and utensils and must remove all leftover food, beverages, and supplies immediately after a meeting.
37. All City of Quincy ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed. The Library reserves the right to limit attendance at programs when needed.
38. Nothing may be stored for a group before or after a meeting and all equipment, materials and supplies must be removed immediately after a meeting.
39. Groups of children and teens under the age of 18 must be accompanied and supervised by an adult while using the meeting rooms.
40. Meeting room activities must not interfere with or disturb Library staff or patrons. Music and other noise must be kept to a level acceptable to the Library.
41. Smoking and alcoholic beverages are prohibited in meeting rooms and on Library grounds.

Liability and Responsibility

42. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any organization using a meeting room must acknowledge the policies and regulations governing meeting room and Library use and assume responsibility for observing them.
43. The Library Director and the Board of Trustees reserve the right to determine, at their discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police presence. If it is deemed reasonably necessary, the group seeking to reserve the room shall be required to pay to the City in advance of the meeting the anticipated cost of such police protection.

44. The Library and the City of Quincy assume no responsibility for the loss, theft, or damage of any property of any group or individual using library facilities.

45. Any organization using a Library meeting room agrees to indemnify and hold harmless the Library and the City of Quincy, and their employees, officials and representatives, from any and all suits, actions, claims or demands arising out of or brought on account of any injuries or damages sustained by a person by a consequence or result of the use of a room, its furnishings, or its equipment.

46. Meeting room use privileges of any organization that fails to comply with this Policy and its regulations will be rescinded.

47. Accidents must be reported to Administration during the day or to the Person in Charge (PIC) after 5 pm and on weekends, who will report the incident according to Library procedure.

48. The Library Director shall have the final decision on any meeting room reservation request and reserves the right to review, accept or reject any and all requests for meeting room use, subject to appeal to the Board of Trustees.

49. Complaints about this Meeting Room Use Policy, or about any programs or events held in Library meeting rooms, should be addressed to the Library Director.

THE LIBRARY RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY INDIVIDUAL, GROUP OR ORGANIZATION THAT DOES NOT COMPLY WITH THIS POLICY.

Adopted by Vote of the Library Board of Trustees, March 12, 2001

Amended April 29, 2002; September 23, 2002; June 9, 2008; September 14, 2009; December 11, 2017; January 10, 2022; June 12, 2023; June 13, 2024.

Related Policies

Appropriate Library Use

Freedom to Read Statement

Library Bill of Rights

Study & Conference Room Use