

Bridgewater Public Library Room Use Policy

The Bridgewater Public Library makes available meeting rooms for public and private use.

Room Use:

- When not in use by the library and when available, meeting rooms can be used by other organizations for a fee.
- Meeting room space is intended for specific events rather than regularly scheduled meetings (e.g., monthly). However, we welcome inquiries and may accommodate such meetings if space is available with an advanced reservation of no more than 30 days.
- A maximum of four (4) reservations can be made per individual/organization per month.
- Fees are listed in the Meeting Rooms & Costs form and donations are always welcome. Room rental fees are paid to *Bridgewater Public Library* to support the maintenance and programming at the library.

Qualifications for Exemptions from Rental Fees:

Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by agencies of town and regional government groups are exempt from rental fees. In general, there is no charge for non-profit civic, cultural, educational, and community group events that are free and open to the public during the regular operating hours of the library. Non-profit organizations using the space for meetings closed to the general public will be charged 50% of the standard rate during the regular operating hours of the library. All reserved room use must end no later than 30 minutes prior to the library's closing time.

After-hours Use:

After-hours use by any group for any reason is fee based (see Room Cost Chart) and needs to be scheduled a minimum of 5 business days in advance.

Special Provisions and Guidelines:

- An adult sponsor must accompany groups of minors for all room reservations. There must be a minimum 1 adult sponsor for every 5 minors.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure of Bridgewater Public Library.
- The Library provides seating and tables, but meeting room set-up is the responsibility of the applicant. Groups using rooms may arrange the tables and chairs as they choose, providing they do not block entrances and/or exits. All rooms used must be returned to their original conditions.
- Items to be displayed cannot be taped or tacked to the walls or moldings.

- Light refreshments are permitted, but all trash, utensils, or leftover foods must be carried out. No food is allowed outside of the designated room that has been reserved. Rooms should be left clean.
- No open flame/ lit candles are allowed.
- Organizations are responsible for bringing their own supplies and utensils if refreshments are served.
- Intrusion of any group activities into areas not reserved in advance is not allowed.
- The Bridgewater Public Library, Library Board of Trustees, the Town of Bridgewater or their employees or agents are not liable for any claims arising out of the use of these facilities.
- Alcohol is not permitted.
- The Bridgewater Public Library is a smoke/tobacco/vape free campus.
- Fundraising events require approval by the Library Director. General policy, only fundraising events sponsored by the Library, the Friends of the Library, or other organizations affiliated with the library are permitted.

Publicity:

In allowing a group to use a room, the Board of Trustees and library staff does not imply any endorsement of the group's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Bridgewater Public Library, the Board of Trustees, Board members individually, the Town of Bridgewater, or Library staff sponsor or endorse in any way the meeting, the group, or any particular set of ideas.

Advertising materials may include the location address, but not the library's phone number or email address for information.