

## Meeting Room Usage

### Section 1. Usage

- A. The Town of Limerick has several meeting rooms available for public use. These include the Town Hall, the numerous rooms on the first floor and basement of the municipal building, the Boy Scout building, the Moore Building, and the meeting room at the Fire Station. The Library Meeting Room is under the jurisdiction of the Library Board of Trustees, but is also available for use as a meeting room.
- B. It must be noted that some rooms have been designed to serve a specific town function and use granted for these rooms may not, in any way, detract from the function they were designed to serve.
- C. The use of the Library Meeting Room will be granted to community groups and organizations whose aims are cultural, educational, intellectual, charitable and/or for civic betterment, and who can and will comply with all of the policies governing usage of meeting rooms.
- D. Request for the use of the Library Meeting Room will be granted on an equitable basis and shall be made at least one week in advance. The application form may be obtained from the Selectmen's office or (in the case of the Library Meeting Room) from the Library and shall be completed and shall be signed by the designee of the organization applying. Meeting room usage will not be granted without a completed and signed application form. An emergency application may be made and will be granted if:
  1. The room has not been previously assigned.
  2. The application can be properly processed.
  3. No other organization is bumped from its room assignment.
- E. There will be no charge for use of the meeting room, however, if the meeting results in extra expense in maintenance or wages, the group using the meeting room will be billed for this expense.
- F. Community groups and organizations granted permission to use the library meeting room will not charge admission fees to community members. (This does not preclude accepting donations.) No selling, solicitations or order taking may take place.
- G. Rooms will be granted upon completion of application forms on a first come, first served basis.
- H. The Board of Trustees has the right to deny use of a room if such use interferes with the specific function of that room.
- I. Permission granted to use Town meeting rooms does not imply, by the Town or its officials, endorsement of the viewpoints of meeting room users.

## **Section 2. Refreshments**

Only light refreshments (coffee, cookies, etc.) may be served in the Library Meeting Room, and organizations using it shall provide all equipment and utensils needed. In no event shall alcoholic beverages of any nature be served or permitted in any part of the building. Smoking is prohibited in all parts of the building as per state statute.

## **Section 3. Responsibility**

- A. The scheduled group is responsible for setting up chairs, tables, and/or library or non-library equipment prior to the meeting and for returning all library property to its original condition upon the termination of the meeting.
- B. Keys shall be picked up within two days before the meeting and returned within two days after the meeting.
- C. The group requesting permission to use a meeting room is responsible for being familiar with all of the policies governing meeting rooms.

## **Section 4. Losses**

The Town of Limerick will not be responsible for personal loss or damage of personal exhibits, equipment, or items left in the Meeting Room or the personal property of those attending the meetings.

## **Section 5. Damage**

Any loss or damage to the Library, its materials, properties, etc. will be subject to the replacement/costs policies of the Town of Limerick, and/or to the applicable state statutes.

## **Section 6. Authorization**

- A. Requests for use of the Library Meeting Room may be made to the Librarian.
- B. Application forms for Library room may be picked up at the library.
- C. The Selectmen's Secretary and the Librarian will consult with one another before the Library Meeting Room is assigned.

## **Section 7. Appeals**

Appeals relating to the Library and the Library Meeting Room shall be made to the Limerick Library Board of Trustees. All other appeals shall be made to the Board of Selectmen.