

## **MEETING ROOM POLICY**

The Joshua Hyde Public Library meeting room is made available without charge to local, non-profit groups for educational, informational, or cultural meetings or programs. No meeting is allowed that promotes any business, commercial, or religious activity. Reservations for use of the room are scheduled according to the following priorities:

1. Library sponsored or Library-related activities;
2. Non-profit organizations based in Sturbridge;
3. Non-profit organizations from out of town;
4. Two or more individuals wishing a private workspace, of which some may be remote;
5. Profit-making organizations based in Sturbridge;
6. Profit-making organizations from out of town.

### **FEES**

Fees charged for use of the Meeting Room are as follows:

- Room is free for all non-profit groups;
- \$25.00 per day (4-hour maximum) for profit-making organizations based in Sturbridge;
- \$40.00 per day (4-hour maximum) for profit-making organizations from out of town;
- Fees must be paid before reservation begins.
- Fees will not be refunded except in the case of natural disasters, or if the Library must cancel the event.

### **DATES AND TIMES AVAILABLE**

All meetings must take place during hours the Library is open, and must conclude at least 15 minutes before the Library is scheduled to close in order to allow sufficient time for staff lock-up procedures.

### **APPLICATIONS**

Organizations or individuals wishing to use the Meeting Room must contact the Library in advance of the desired meeting date(s). Requests may be made via the online form at the Library's website, via telephone or in person and must indicate a person of legal age (18) who will be responsible for the room. All requests must specify the date desired (Month, Day, Year). Reservations will be accepted a maximum of three (3) months in advance. A group may not reserve the meeting room for use more than four (4) times within a one-month timespan without prior approval from the Library Director.

Meeting Room privileges are granted on a first-come, first-served basis in accordance with the Priority List given above. Set-up of the Meeting Room is the responsibility of the requesting individual or organization. Any individual or organization using the Meeting Room is expected to leave the room set-up as they found it.

### **CANCELLATIONS**

The Meeting Room will be held for no more than 15 minutes from the time your reservation begins before being made available to other patrons. Cancellations must be made more than 48

hours in advance via email, telephone, or in person. Cancellations without sufficient notification more than two (2) times in a six (6) month period may result in denial of future reservation requests.

## **REFRESHMENTS**

Organizations may bring in their own refreshments (such as cheese/crackers, fruit, cookies, coffee/tea). Any food served hot is not permitted. Refreshments may be consumed only in the Meeting Room area. The Library cannot provide refreshments or utensils. Alcoholic beverages are not allowed on the premises at any time without proper licensing from the Town of Sturbridge.

## **VISUAL AIDS**

A/V equipment including a large smart screen with speakers, microphone, Blu-ray/DVD player, Bluetooth and HDMI connectivity is installed in the meeting room and available for use. Additionally, the Library can provide a laptop. If you plan to use either the A/V equipment or a laptop, it must be indicated on our online reservation form so staff can be available to assist with setup. Organizations requiring other visual aids, such as whiteboard, flip chart etc., must provide their own.

## **FACILITIES**

- Wi-Fi is available in the Library. Please see the Internet Policy for more information.
- Smoking is not permitted anywhere in the Library at any time.
- Due to limited space, materials and supplies may not be stored in the Library.
- The telephone is for use only by Library personnel.
- The Library may not be used as a mailing address for any outside organization.
- Please remember to silence any cell phones and to refrain from using them outside of the Meeting Room.

## **MEETING ROOM CONDITION**

Any group using the Meeting Room is responsible for its overall condition after its meeting. A trash basket and recycling container are provided. Privileges will be revoked for any group that does not leave the Meeting Room in satisfactory condition.

Library personnel will cooperate in every way possible to make your meetings a success. Please address any questions to the Library Director.

Approved by the Board of Library Trustees, June 2025