

Meeting Room Policy

The Peabody Public Library has meeting rooms available for public use. The library provides the space; all meeting room users are responsible for set-up and tear down of all tables and chairs being used.

1. Approved uses:

- A. Meeting rooms are available to all groups.
- B. Signature is required on a liability statement at the time of reservation.

2. Priorities:

Certain types of meetings will have scheduling priority over others as indicated below:

- A. Library business or activities
- B. Non-library groups will be scheduled on a first come, first served basis

3. The public meeting rooms are not be used for private events that interferes with normal library operations. Such prohibited events include, but are not limited to, weddings and/or wedding receptions. By reserving a meeting room, one certifies that prohibited activities will not be part of the scheduled event. The library reserves the right to seek the assistance of law enforcement to immediately terminate any event that interferes with normal library operations.

- A. Loud amplified music
- B. food preparation or substantial food service
- C. excluded public use of the restrooms
- D. Consumption of alcoholic beverages
- E. Unsupervised minors

4. Beverage and Food Restrictions

The use of alcohol beverages is not permitted in the Peabody Public Library or on the Peabody Public Library grounds. No red, orange, grape or dyed drinks are permitted. All food and related refuse must be removed from the Library premises immediately after the event. No food may be left or stored in the meeting rooms for future meetings. Any damage to Library property, including carpet damage due to dyed drinks, is the responsibility of the meeting room user.

5. No Smoking

Smoking is neither permitted in the Peabody Public Library building nor within 8 feet of any door.

6. Description of Available Rooms:

A. Auditorium: Robert E. Brittain Memorial Auditorium has approximately 2500 square feet of floor space. When used as separate rooms, the room dimensions and seating capacity are as follows:

- a. Auditorium 1: 20' x 36' feet; Tables and chairs, 55 people; Chairs only, 118 people.
- b. Auditorium 2: 20' x 36' feet; Tables and chairs, 72 people; Chairs only, 154 people.

- c. Auditorium 3 (Stage): 26' x 36'; Only available for performances or presentations
- B. Community Room: When used as one room, the community room has approximately 1500 square feet of floor space. When used as separate meeting rooms, the dimensions and seating capacity follows:
 - a. Community Room A: 20' x 36' feet; Tables and Chairs, 58 people; Chairs only, 124 people.
 - b. Community Room B: 17' x 31' feet; Tables and Chairs, 31 people; Chairs only, 66 people.
- C. Computer Classroom: The computer classroom has 14 student stations, an instructor's station, a color printer, a projector and a projector screen.
- D. Study Room 1: The study room has two tables, six chairs and one stationary computer. Meeting room capacity is 6 people.

7. On-site AV equipment

- A. All AV equipment should be scheduled when reserving a meeting room.
- B. Peabody Public Library is not responsible for storage, loss and/or damage of any AV equipment belonging to any group or organization using the meeting rooms.

8. Rooms will only be available during library hours or at the discretion of the Director.

Fee schedule in 4-hour increments

Auditorium 1	\$30.00
Auditorium 2	\$30.00
Auditorium 1, 2, 3 (All)	\$70.00
Community Room A	\$30.00
Community Room B	\$25.00
Computer Classroom	\$85.00
Study Room	\$15.00

- A. Except where proof is presented of non-profit status, sales tax will be charged for the meeting rooms.
- B. Fees must be paid within 7 days of making the reservation or on the day the reservation is made.
- C. Fees are non-refundable.
- D. All tax-supported institutions may use the library meeting rooms at no charge. This would include, but not be limited to, all units of government and public schools.
- E. All not-for-profit organizations, with proof of 501(c)3 form, will be requested to pay a donation for the use of a meeting room. See the fee schedule listed above for suggested donations.
- F. Groups deriving commercial gain will be charged fees using the standard fee schedule.

9. Process of scheduling

- A. Must be 18 years of age and present a valid photo ID to reserve a meeting room or any equipment.
- B. A reservation may be placed up to one year in advance of the intended use date. Reservations are first come, first served.
- C. Reservations may be called in, made in person, or completed online at <https://peabody.librarymarket.com/reserve-room>. After making the reservation the patron must come to the library to sign a meeting room liability form and pay any fees.
- D. No group may assign its reservation to another group.

10. Responsibility of the users

- A. The Library does not assume responsibility for the security of personal items.
- B. Individual groups are responsible for returning the meeting rooms to the state originally found.
- C. Groups will be responsible for turning off lights, utilities and moving trash bags to the dumpster.
- D. If there is a problem, the group should contact Library staff.
- E. Each group must furnish their own supplies and refreshments.
- F. If a room is divided and 2 groups are meeting at the same time, each group is expected to respect the rights and comforts of the other.
- G. It is the responsibility of the user to notify the library of cancellation of an event at least 24 hours in advance. Please remember that **no refunds** are issued.
- H. Failure to vacate the meeting rooms by the time specified in the reservation form will result in the loss of meeting room privileges.
- I. Use of long-lasting flames is prohibited. This does not apply to candles on a cake.

11. Liability clause

Applicants are responsible for damages to facilities and equipment and for provision of clean up. Any damage to Library property is the responsibility of the meeting room user. Should an applicant damage the facilities and/or equipment of the Peabody Public Library, they will be responsible to pay for repairs and/or cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.

12. Non-endorsement policy

- A. Publicity for a meeting of a non-library group must not be worded in a manner that would imply library sponsorship or endorsement of the group's activities.
- B. Groups may not use the Library's address, phone number, FAX number as their own.
- C. A copy of any press release, handbill, invitation referencing a library meeting facility must be placed on file with the library.
- D. Misrepresentation of these facts will result in the loss of meeting room use for the offending group.

13. Local use only of the telephone services
 - A. The telephone is restricted from long distance calls.
 - B. Any teleconferencing fees will be paid by the reserving group for non-library events.

14. Security
 - A. If additional security is deemed necessary by the Library, it is the responsibility of the reserving group to pay for it.
 - B. For security purposes, DO NOT prop open doors. If egress is needed to access the outside, see the Librarian in charge.

15. The Library does not assume responsibility for personal injuries due to an act of God.