

Greenwood Meeting Room Policy

Levi Heywood Memorial Library
55 West Lynde Street, Gardner, MA 01440
Phone 978-632-5298

General Information

The Board of Trustees allows the use of the Greenwood Meeting Room for civic, educational, philanthropic, and recreational purposes having a substantial connection to the Gardner community. In allocating the use of the Meeting Room, the Board of Trustees and Library Director will not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis. However, the provision of meeting room space is not the primary mission of the library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of the Meeting Room 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 the library building or collection. The use of the Greenwood Meeting Room for library purposes will take precedence over all other uses.

The Meeting Room may not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, or for profit. The Meeting Room may not be used for political campaigning. No goods or services shall be promoted, sold, or exchanged upon the premises. Fund raising activities will be limited to the Friends of the Levi Heywood Memorial Library Association.

Meeting Room Reservations

Reservations for the Greenwood Meeting Room shall be made through the office of the Library Director. Groups requesting the use of the Greenwood Meeting Room shall complete and submit an application on a form approved by the Board of Trustees. Such form shall incorporate by reference this policy and shall recite that the applicant group has received a copy of this policy and agrees to abide by its terms and conditions.

Signature of the applicant party shall constitute a release by the group and each of its members of any claim against the Board of Trustees, the City of Gardner and the Library staff for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room. Any damage to or loss of library property resulting from a meeting or program will be the responsibility of the person or organization who booked the room and may result in the library cancelling future reservations and refusing to make future reservations.

Reservations may be made up to 3 months in advance, and will be accepted, subject to the provisions of this policy, in the order received.

Groups who pay a fee for room use are limited to twelve (12) meetings within a 12 month period.

Failure to notify the library of cancellations may result in the library cancelling future reservations and refusing to make future reservations.

Minors may not reserve a meeting room or serve as sponsors of a meeting.

Rules for Use

The Greenwood Meeting Room has an occupancy limit of **one hundred twenty-five (125) persons**.

Groups shall, at their own expense, procure all licenses and permits necessary for the conduct of their meetings. The applicant must comply with any and all applicable laws and is responsible for any injuries or damages that may occur as a result of its use of the room. The library reserves the right to require the applicant to obtain insurance coverage for any special events. The library reserves the right to request documentation of any necessary licenses, permits, or insurance.

Wireless internet service is available in the Meeting Room. Audio-visual equipment is not provided.

Groups using meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original locations at the close of the meeting.

There is no smoking in the building or on library property. No open flames are allowed in the Meeting Room.

The small kitchenette off the Greenwood Meeting Room may be used for food preparation and light refreshments may be served with the prior approval of the Library Director. Alcohol is prohibited except with the prior written approval of the Board of Trustees. No food is to be left on the premises. Users of the meeting room are requested to remove any excess trash at the conclusion of their meeting.

All persons using the Meeting Room must adhere to the Levi Heywood Memorial Library's Patron Behavior Policy.

Publicity

Allowing a group to use a meeting room does not imply an endorsement of the group by the Board of Trustees or library staff. Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library.

Fliers, signs, brochures, or other printed matter should remain in the Meeting Room. No fliers or signage are permitted elsewhere in the library unless they have been approved under the library's Bulletin Board Policy.

Parking

There is limited off-street parking on the library premises and at nearby municipal lots, both subject to posted limits.

Hours and Fees

The Greenwood Meeting Room is available only during the hours that the Library is open and must be vacated 15 minutes before the Library closes. Library hours can be viewed at www.leviheywoodmemlib.org

There is no charge for the use of the Greenwood Meeting Room by 501(c)(3) non-profit organizations based in the City of Gardner or serving its population, or by departments of the City of Gardner. Proof of status may be required.

All other groups are required to pay \$50 for the first 1 – 3 hours, and \$15 for each hour thereafter.

Checks for room use should be made payable to the **Levi Heywood Memorial Library Association** and shall be given to Library personnel before the start of the meeting.

Adopted by the LHML Board of Trustees 11/10/04

Revised 11/8/06, 4/13/11, 12/4/13, 9/10/25

Application for Greenwood Meeting Room Use

Levi Heywood Memorial Library
55 West Lynde Street, Gardner, MA 01440
Phone: 978-632-5298
Email: LeviHeywoodLibrary@cwmars.org

Name of Group: _____

Mailing Address: _____

Applicant is a: Local 501c(3) nonprofit organization _____

 Other _____

Description of meeting to be held: _____

Estimated number of attendees: _____

Contact Person: _____

Phone: _____

Email: _____

Date, time, and duration of requested meeting: _____

Is this event open to the public? ____ Yes ____ No

Do you want the description of this meeting to be included on
the library's public calendar? ____ Yes ____ No

The Meeting Room is available only during the hours that the Library is open and must be vacated 15 minutes before the Library closes. Please ask for a handout of Library hours, or view them on our website.

Authorized signature: _____ Date: _____

Turn in the application at the Levi Heywood Memorial Library, or email to leviheywoodlibrary@cwmars.org,
attention: Library Director

Application request is approved by: _____ date: _____

Fee for reservation: _____