

# Meeting Room and Quiet Study Room Policies

## Meeting Rooms:

Murray Conference Room (capacity 30)  
Sturtz Meeting Room A+B (capacity 120)

## Study Rooms:

Sanders Study Room (capacity 6)  
Harvey Study Room (capacity 6)  
Evergreen Study Room (capacity 6)  
SAGA Study Room (capacity 6)

Please coordinate with library staff if you are interested in reserving the Houghton Room, Gallery, or Patio.

The Children's Craft Room is not available for reservation.

## Policies for all Meeting and Study Rooms:

Providing the community with meeting spaces is one of the Library's priorities. The Library relies on a partnership with users of the rooms to help maintain this valuable community resource. Patrons are expected to review and adhere to this policy with the goal of keeping the meeting spaces in safe, clean, working order for all patrons.

The Meeting and Quiet Study Rooms of Reuben Hoar Library may be reserved under the following conditions of use:

Gatherings in the Meeting Rooms and Quiet Study Rooms must be free and not for commercial purposes. Fundraising events can only be held by Trustees or Friends of the Library.

Any activity 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 is not allowed. Failure to abide by this policy may result in loss of meeting/study room privileges.

Meeting rooms must be reserved by an individual age 18 years or older. Quiet Study Rooms may be reserved by an individual age 12 years or older.

Anyone reserving a Meeting or Quiet Study Room must [fill out a reservation form](#) through our website or by contacting the library staff (phone, circulation desk). A library card accepted by the RHL reservation system is required to reserve a room. Reservations are not complete until approved by a member of the library staff. The Library and Library groups, such as the Trustees and Friends of the Library, have priority in reserving rooms over non-related groups.

The "contact person" on the reservation is responsible for all aspects of the reservation, including ensuring that the group or organization observes [Town by-laws](#) while using the rooms, library policies and procedures are followed, and the following guidelines are met:

The room is left in the condition in which it was found. This includes:

- Tables and chairs wiped down if necessary and returned to the closet
- Floor space vacuumed if necessary
- Windows and doors closed
- Any trash produced by the group removed from Library
- Bathrooms tidied

Food and non-alcoholic drinks are permitted in all meeting and /study rooms. Use of the kitchenette in the Sturtz Room requires the Library Director's prior approval.

The use of tape, labels, thumbtacks, or adhesives for signage on any of the walls in the Meeting Rooms is prohibited, as is the removal of any Library posted or approved items, such as art on exhibit.

Exterior doors (including the front library entrance, patio doors and side exits) may not be propped open. It is the responsibility of those reserving the space to monitor their group's arrival and departure and to ensure doors are closed at all other times.

If a Meeting or Quiet Study Room is not left in an acceptable condition, the contact person will be assessed a cleaning or repair fee and meeting/study room privileges may be revoked.

Rooms are not available for private social gatherings (such as birthday parties, family events or celebrations), fundraising events, religious ceremonies or services, or political campaign events. No group, aside from the Library Board of Trustees, may consider the library its permanent meeting place or use the library as its mailing address.

Permission for a group to meet in the library does not in any way constitute or imply an endorsement of the group's program, beliefs, or policies by the Reuben Hoar Library, the Board of Trustees, or library staff. No group shall, in any of its publicity, state or suggest that the library or the Board of Trustees sponsor or endorse the meeting, the group, or any particular set of ideas.

Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the Library in any advertising or publicity. Except as a designation of location, the name of the Library may not be used in any publicity related to the use of rooms. The Library's telephone number may not be used in any publicity related to the use of its rooms. The name, address, or phone number of the Library may not be used as the official address or headquarters of any organization except those affiliated with the Library.

The library may deny any request for meeting space should said request contain a material falsehood or misrepresentation of the official name of the group or its contact information. Any attempt to bypass request limits by knowingly providing inaccurate contact information will result in a denial of the request.

Activities that are deemed detrimental to the accomplishment of the mission, goals, and function of the library may be prohibited. Groups applying for use of library meeting spaces may be asked about the scope of activities planned, anticipated attendance, and any out-of-the ordinary impact the event might have on library operations. The Library Director must be informed if media coverage of the event is expected.

The Board of Library Trustees and the Library Director reserve the right to refuse or cancel any reservation. The Library/Town of Littleton is not liable for any losses resulting therefrom. Appeals may be made to the Trustees at their next public meeting. The decision of the Trustees is final.

Should the Library close for inclement weather, library staff will inform Room reservation holders via phone call or email. Reservation holders should also monitor the library website or social media for updates.

Please note: In the event of a weather-related closure, if your group has already picked up a key, we strongly recommend you do not proceed with your meeting or attempt to access the building until the parking lot and all sidewalks and emergency exits have been cleared.

### **Sturtz Conference Room & Murray Meeting Room Policies:**

Patrons 18 years and up are able to reserve these rooms.

To encourage the use of its Meeting Rooms for diverse events and to give all eligible qualified groups access to this service, no group may reserve a Meeting Room more than 60 days in advance and no group may book a Meeting Room (Sturtz and Murray) more than two times in a month without the permission of the Library Director.

Any group reserving a room must designate one person to represent the group, and only that person may make reservations. We recognize that multiple groups may meet for a similar purpose but have different chapters or sub-groups. To avoid confusion among chapters, we recommend such groups either visit or phone the library to designate a contact person and reserve space. Library staff must be informed of the name of the group's contact person changes.

Meetings in the Sturtz Meeting Room or the Murray Conference Room that begin during normal library hours may continue after the library has closed.

When the library is closed, meetings in the Sturtz Meeting Room or the Murray Conference Room may be scheduled between 8 AM and 10 PM under the following additional conditions:

- The contact person picks up the key fob on the day of the meeting, or the last day the library is open before the meeting is scheduled, during library open hours. Key fob delivery is not available after library hours.
- The key fob must be returned no later than noon on the first day the library is open following the scheduled meeting. The key may be placed in the book drop in the envelope provided.
- If the key is not returned as specified, a \$50 lost key fee will be assessed.
- Due to the limited number of key fobs, library staff reserves the right to limit the number of after-hours events.

Meeting Rooms may be used for performance or rehearsal of dramatic, musical, or theatrical productions, etc. as long as the specific activity does not disrupt other library activities. Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the performance rights required.

The Library is not responsible for providing laptops or any other AV equipment in its meeting spaces. However, flat screen TV monitors are available for responsible use. If a group wishes to utilize these, the Library

recommends that a group representative make an appointment to view and test equipment functionality in advance of the reserved time. The group is responsible for bringing any needed cords or adapters.

The Library will not store or be responsible for AV or other equipment or property belonging to groups using the facility, except with permission of the Director or the Assistant Director.

## **Study Rooms (Evergreen, SAGA, Harvey, and Sanders) Policies:**

- Study rooms must be reserved by an individual age 12 years or older.
- Use of the study rooms must begin when the library is open and end ten (10) minutes before the library closes.
- Those reserving a study room are expected to check in with circulation upon arrival.
- Study room reservations are held for 15 minutes; after 15 minutes, a reservation is considered forfeited.
- If a patron intends to leave a Study Room for more than 15 minutes during their allotted time, they should make every attempt to inform library staff of when they intend to return. Failure to do so may result in the room being assigned to another patron.
- Reservation holders must check in with the circulation desk upon arrival and departure.
- Mid-reservation room departures will result in reservation forfeiture if library staff are not informed.

Approved by  
Reuben Hoar Library Trustees  
July 31, 2025