



The Reuben Hoar Library

Serving Littleton since 1887

Meeting Room Policy

Revised: 5-10-2012

The meeting rooms of Reuben Hoar Library may be reserved for meetings of groups not related to the library under the following conditions of use and with the understanding that library groups, such as the Trustees and Friends of the Library have priority in reserving the room over non-related groups.

All meetings shall be open to the public and not for commercial purposes. Fundraising events can only be held by Trustees or Friends of the Library.

Meetings rooms can be reserved up to six (6) reservations at a time.

Each person reserving a meeting room must fill out an application for the meeting room. This person shall be designated the "contact person" for the group and is responsible for the condition of the room. The contact person must ensure that the organization observes town by-laws while using the meeting rooms. (<http://www.littletonma.org/filestorage/1158/4045/LittletonAdministrativeGeneralLegislation.pdf>)

Meetings scheduled in the Small Meeting Room and the Conference Room must begin when the library is open and end ten (10) minutes before the library closes.

Meetings scheduled in the Couper Meeting Room which begin during normal library hours, may continue after the library has closed.

Food and drink are permitted in all meeting rooms.

If a meeting room is not left in an acceptable condition, a \$50 cleaning fee will be assessed.

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 or by the Board of Trustees.

Meetings in the Couper Meeting Room may be scheduled when the library is closed under the following additional conditions:

- The "contact person" picks up the key on the day of or the day before the meeting is scheduled.
- The key must be returned by the first day the library is open following the scheduled meeting.
- If the key is not returned as specified a \$50 lost key fee will be assessed.

_____ I have read the meeting room policy.

Initials