

### 331. Meeting Room Application Procedures and Rules of Use

#### Application Requirements

The library shall accept applications to use the Library's meeting rooms only from adult residents of the Town of Seekonk. The library will not accept applications or reservations to use the Library's meeting rooms from minors.

Residents, who apply to use the meeting room on behalf of a group or organization, must be authorized representatives of the applying group or organization. The Library Director at his or her discretion can require appropriate documentation that establishes the authority of the representative to act on behalf of the group or organization.

To receive permission to use the meeting rooms at the Library, individuals and groups shall complete and submit the approved application form, which is included as part of this policy as *Attachment A. Meeting Room Use Application*. The Library Director at his or her discretion may require the applicant to supply appropriate documentation that establishes the applicant's authority to act on behalf of the group or organization.

The Board of Library Trustees or Library Director may require applicants to supply supplemental information not requested on the application form when the Trustees or Director deemed it necessary to assess the accuracy of the application, the nature of the intended use, and the capacity of the applicant to fulfill their obligations under the terms of this policy.

The applications of first-time applicants shall be approved by a majority vote of the Board of Library Trustees. Applicants should allow 45 days for processing and approval of the application. The Library Director shall approve all other applications.

No group may reserve or use the Library's meeting rooms unless it complies in all respects with the provisions of this policy and submits, in fully executed form, the application and indemnification agreement called for in this policy, and if required by the Board of Library Trustees, any insurance certificate pursuant hereto.

When applying to use the meeting rooms at the library, the person who signs the application form shall assume responsibility for all activities in the meeting room for the time assigned to them. As the person responsible for activities in the meeting room, they shall assume liability for any personal injury or property damage resulting from those activities and they shall be responsible for payment of any resulting claims. (See the section below on Indemnification and Insurance.)

Any false, misleading or incomplete statement on the application form shall be grounds to deny an application to use of the Library's meeting rooms.

Permission to use the Library's meeting rooms is not transferable to another organization.

**Public Safety Considerations**

When determining if an anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Board of Library Trustees and/or the library staff may take into consideration the contents of the application form, the history of the group's use of the Library's meeting rooms in the Library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.

When determining if any proposed use of the Library's meeting rooms will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof, the Board of Library Trustees may take into consideration the contents of the application form, the history of the group's use of the Library's meeting rooms, the history of the group's use of meeting facilities elsewhere, and such other information as such Board may deem appropriate, and shall consult with the Chief of Police or his/her designee. If the Board of Library Trustees determines that such police protection will be reasonably necessary, the group seeking to reserve the use of the Library's meeting rooms shall be required, as a condition of such reservation, to pay to the Board of Library Trustees by such date in advance of the meeting as the Board of Library Trustees reasonably sets, the anticipated cost of such police protection, and such sum shall be applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Board of Library Trustees and/or the Town of Seekonk for any deficiency.

**Indemnification and Insurance**

All groups using the Library's Meeting Room shall execute and deliver a written undertaking in a form to be prescribed by the Board of Library Trustees by which such groups shall agree to hold the Board of Library Trustees, and the Town of Seekonk, and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such group's use of the Library's meeting rooms. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the Library's Meeting Room or any other part of the library building, grounds or collection; the cost of employee overtime, if occasioned by the use of the Library's meeting rooms; the cost of police protection, if deemed necessary by the Board of Library Trustees; and any claim asserted by any third person against the Board of Library Trustees, the Town of Seekonk, and/or any library staff on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

The said written undertaking shall also constitute a release by the group and each and all of its members of any claim against the Board of Library Trustees, the Town of Seekonk 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 Library's meeting rooms, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Board of Library Trustees, the Town government of the Town of Seekonk or the library staff.

The Board of Library Trustees reserves the right to require any applicant group to supply a certificate of insurance, from an insurer licensed to do business in Massachusetts, in such amount and in such form as the Board of Library Trustees may reasonably deem appropriate, with such amount not to exceed \$1 million, naming the Board of Library Trustees as an additional insured, and covering damage to the library building, grounds and collection and injury to persons occasioned by the meeting. Such certificate shall evidence that the insurance it represents is not cancelable except on at least ten (10) days' written notice to the Board of Library Trustees. In the event of such cancellation, the meeting reservation shall be canceled unless the group forthwith substitutes a new insurance certificate meeting the above requirements.

### **Additional Rules for Using the Meeting Room**

Smoking and alcoholic beverages are prohibited in the library. Light refreshments may be served.

Groups holding meetings must assume responsibility for any loss or damage to library property and must leave the facility in order. Set-up of chairs and tables is the responsibility of the organization. All chairs and tables must be returned to their carts. Groups must remove all trash from the building. The library is not responsible for anything left in the library.

Reservations must be made in advance for the use of library audiovisual and videotaping equipment. A qualified person must operate the equipment.

All announcements concerning a meeting should include a telephone number (other than the library number) to handle questions.

The library will not be used as a mailing address for any non-library affiliated group or organization.

The library may close in the event of inclement weather or an impending storm. Organizations planning to use the room in this event must call the library to ascertain if the library will remain open.

Conduct that disturbs library use or violates the *Library's Policy on Behavior in the Library*, will be considered a justifiable cause to order an individual or the entire group to immediately vacate the Seekonk Public Library.

The Board of Library Trustees authorizes the Library Director to make appropriate rules and establish procedures to implement and enforce this policy. Notwithstanding, the decisions of the Library Director remain subject to the review and approval of the Board of Library Trustees.

All applicants shall receive a copy of the Library's Meeting Room Policy, and Meeting Room Application Procedures and Rules of Use.

Persons who have had an application rejected by the Library Director may appeal that decision according to the terms of Library Policy # 90. *Appealing a Loss or Denial of Services*.

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Date Approved: 9/20/2017

Last Reviewed: 5/17/23

Last Amended: 5/25/2022

### 332. Application to Use the Meeting Rooms

Date(s) Requested: \_\_\_\_\_

Meeting Time is from \_\_\_\_\_ to \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

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Please attach a brief description of your organization. [You may attach other printed materials.]

Please check the boxes on all that apply to your organization:

- Has previously used the library.
- Is non-profit organization
- Is designated by the IRS as tax exempt
- Membership is predominately from Seekonk.
- Can provide a certificate of insurance (if required).
- Request to use meeting room presentation equipment
- Plans to serve refreshments.

By signing this request, I acknowledge that I have received, read and fully understand the Seekonk Public Library's Policy and Regulations for the use of the Seekonk Library Meeting Room. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all library property within the room.

As the individual or the accredited representative of the organization making the reservation, I agree to indemnify and hold harmless the Seekonk Public Library, the Town of Seekonk, its agents and representatives, from any and all suits, action, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of using the meeting room, its furnishings or its equipment.

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As the individual or the accredited representative of the organization making the reservation, I agree to pay all fees and other associated costs for use of the meeting room as required by the Board of Library Trustees.

Person Making Request: \_\_\_\_\_

(Please print your name)

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Person Making the Request)

Contact Person: \_\_\_\_\_

(If other than the representative signing above.)

Representative's Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**Last reviewed & updated: 9/18/24**