

Parker Memorial Library  
**MEETING ROOM POLICY**

The *Meeting Room Policy* has been formulated to ensure that Dracut residents have the greatest possible access to educational and cultural opportunities. The meeting room is available for educational, informational, recreational, and civic reasons. The meeting room cannot be reserved for private or political events.

Use of the meeting room does not constitute the endorsement of organizations or the points of view expressed by those organizations, by the Town of Dracut or the Library. No advertisement or announcement implying such an endorsement will be permitted.

Any group wishing to use a meeting room must be sponsored by a Dracut resident over the age of 18.

Priority for the meeting room use is as follows:

1. Library Use  
Group sponsored or co-sponsored by the Trustees, the Moses Greeley Parker Memorial Library, the Friends of the Dracut Library, or the Town of Dracut.
2. Civic Group  
Non-profit, public service group. A locally-based, educational or cultural group. A local, state, or federal government agency is a "Civic Group."
3. Non-Profit or Charitable Organization  
Group has 501c3 tax status, but is not a "Civic Group."
4. Unincorporated Group  
Group not legally-incorporated meeting for a cultural, artistic, or educational purpose.

**Reservation Process**

Reservations may be made in person, fax, or traditional mail with the Library Director's office. A submitted application starts the reservation process. Reservations are booked on a first come, first served basis. The Library will confirm the booking of a reservation to complete the process.

**ADDRESS:**

MG Parker Memorial Library  
28 Arlington Street, Dracut, MA 01826  
Phone: (978) 454-5474  
Fax: (978) 454-5474

Reservations by outside groups should be made at least two (2) weeks and not more than three (3) months in advance. A group or sponsor will be limited to three (3) reservations in a six month period. The Library reserves the right to move or cancel a booking, and the Library/Town is not liable for any losses resulting therefrom.

The meeting room is available after closing if it is reserved in advance and there is available staff to supervise the building. A \$50 fee per staff per hour will be assessed to the group and will be payable at the time of the meeting. Staff will be paid a full hour for any part of an hour worked.

A group having a booking should notify the Library Director's office of any cancellation at the earliest possible date in order to free the meeting room for other groups.

The Board of Library Trustees or the Library Director reserves the right to refuse or cancel any reservation if deemed in the best interest of the Library or the Town of Dracut. The Library/Town is not liable for any losses resulting therefrom.

### **Meeting Room Description**

The Community Meeting Room measures approximately 29' x 41'. The room has a seating capacity of 100 people. Kitchen amenities (i.e. refrigerator, microwave, sink, and coffee pot) are available for use.

### **Guidelines for the Meeting Room**

1. All persons attending a meeting room shall comply with all requests of Library staff and—if applicable—the Dracut Police and Fire Department.
2. Under no circumstances may the use of the meeting room interfere with the use of the Library by other patrons, the work of the Library staff, or any other aspect of normal Library operation.
3. The Moses Greeley Parker Memorial Library and the Town of Dracut will not be held responsible for the loss of or damage to personal property of group members while on the premises.
4. All meeting room use shall be open to the public. No person shall be excluded from attendance except in order to comply with occupancy limits, or because their presence negatively impacts the health and/or safety of others.
5. If the group wishes to use the technology in the room, for example to share a PowerPoint presentation or allow remote attendees, at least one representative from the group must attend a technology training session within a week of the event. This person must then be at the meeting as well.
6. Equipment, supplies, or personal belongings cannot be stored or left in the Library before or after use of the meeting room.
7. All events, including clean-up, must conclude 15 minutes before the Library's closing. A \$50.00 fee per staff, per hour, will be assessed if staff is detained beyond closing.
8. Applicants are responsible for the set up of the room. The room should be returned to its original condition upon the conclusion of the event. The Library provides a vacuum and carpet sweeper. A minimum \$50 clean-up fee will be assessed and more will be charged in cases of unusual wear and tear.

9. Smoking and alcohol consumption is not allowed on the premise, except where a liquor permit has been obtained by the Town of Dracut and all requirements for such use have been met.
10. No material or signs may be attached or affixed to windows or wall surfaces.
11. All events are cancelled if the Library is closed due to emergency or inclement weather. It is the group's responsibility to determine if the Library is closed and to notify possible attendees of the event. The Library/Town is not liable for any losses resulting therefrom.
12. A group must comply with all federal, state, and local laws including fire/health codes and regulations.
13. Any infraction of this policy may result in the loss of meeting room privileges for the group or sponsor.
14. Any exception to the policy must be approved by the Library Director or the Board of Library Trustees.
15. The Board of Library Trustees or Library Director reserves the right to require that a group/sponsor supplies a certificate of insurance licensed to do business in Massachusetts, in such amount and in such form as the Board may reasonably deem appropriate, naming the Board as additional insured, and covering damage to the library building, grounds, and collections, and injury to persons occasioned by the event.
16. The Board of Library Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein.

Approved by the Board of Library Trustees on February 8, 2011  
Amended by the Board of Library Trustees on December 9, 2015  
Amended by the Board of Library Trustees on July 20, 2022

**Parker Memorial Library  
MEETING ROOM APPLICATION**

Date of Application \_\_\_\_\_

**1. Local Sponsor / Contact Person**

The resident of Dracut, Massachusetts, who has signed below as “Sponsor” affirms that the use of the meeting room has a civic, educational, informational, artistic, philanthropic, or recreational purpose with a substantial value to the community of Dracut. The Sponsor will be the contact person of the group whether the library staff wishes to contact the group before or after use of the meeting room. The sponsor must be at least 18 years of age.

It is the Sponsor’s responsibility to determine if the Library is closed due to an emergency or inclement weather and to notify possible attendees of the event.

By \_\_\_\_\_  
Sponsor’s Signature

Name \_\_\_\_\_ Telephone # \_\_\_\_\_(W)  
Print Name

Telephone # \_\_\_\_\_(H)

Address \_\_\_\_\_  
Dracut, MA 01826

Email Address \_\_\_\_\_

**2. Type of Group**

\_\_\_ Library Use  
Organization

\_\_\_ Civic Group

\_\_\_ Non-Profit or Charitable

\_\_\_ Social Group

**3. Description of Activity, Event, or Meeting**

Please describe below activity, event, or meeting:

\_\_\_ # of chairs needed

\_\_\_ # of tables needed

\_\_\_ # of people

\_\_\_ # of parking spaces that your group will use.

List of equipment needed:

#### 4. Information for the Events Calendar (REQUIRED)

Print the name, phone #, and email of a contact person in cases of questions.  
PLEASE be aware this information will be accessible on the Internet to anyone.

<b>Title of the Event:</b>	
<b>Contact Person:</b>	<b>Contact Phone #/Email:</b>
<b>Description for the Event (30 words or less):</b>	

#### 5. Date(s) and Time(s) Requested

No organization may book more than 12 meetings per year, or for more than 6 months in advance.

	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b># of People</b>
1.				
2.				
3.				

#### 6. Indemnification

The undersigned hereby agrees to hold the Library Board of Trustees, the Town of Dracut and all library staff, harmless from and to indemnify them against all costs, damages, losses, claims, expenses incurred, directly or indirectly, as the result of this group's use of a meeting space. Such costs, damages, losses, claims and expenses shall include, without limitation, any damage to the meeting room or any other part of the building, grounds or collections; the cost of employee overtime, if occasioned by the use of the premises; the cost of police protection, if deemed necessary by the Board of Trustees; and any claim asserted by any third person against the Board of Trustees, the Town of Dracut and/or any library staff on account of any alleged injury causally related to the meeting, together with defense costs including reasonable attorneys' fees.

#### 7. Release

In consideration of the use of library facilities, the undersigned, for themselves and on behalf of each and all of its members and guests hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Board of Trustees, the Town of Dracut, and the library staff for any injury to persons or damage to property suffered by such group or any of its members or guests during or as a result of the use of the meeting room, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any persons belonging to or acting on behalf of the Board of Trustees, the government of the Town of Dracut or the library staff.

**8. Meeting Room Policy Receipt**

The undersigned acknowledges receipt of a copy of the Meeting Room Policy of the Moses Greeley Parker Memorial Library Board of Trustees, and agrees to abide thereby.

Witness our hands and seals as of this date \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone #

Approved by the Board of Library Trustees on February 8, 2011

Amended and Approved by the Board of Trustees on 12/9/15