

Harvard Diggins Library Meeting Room Policy

Created:	2011	Modified:	April, 2023
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The Harvard Diggins Library offers use of the Burbank meeting room to groups and organizations seeking space to meet and conduct business. Use of the Burbank meeting room is by reservation only.

Priority for the Burbank meeting room is given first to library and library-sponsored or co-sponsored programs and activities, including those of the Friends of the Harvard Diggins Library.

The Burbank meeting room may also be used by:

- Meetings of municipalities, agencies or departments of local government located within the library boundaries;
- Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3)
- Businesses in need of space to conduct a meeting

The Burbank meeting room may not be used for:

- The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
- Religious worship services of proselytizing; or
- Any illegal activities.

Permission to use the Burbank meeting room does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: "This is not a Harvard Diggins Library-sponsored program".

Hours of Availability

The Burbank meeting room is available for use during regular library hours. Groups using the room must vacate the room at least 15 minutes prior to library closing. At least one staff member must be present in the building while the Burbank room is in use. Use of the Burbank room outside regular library hours will be granted upon approval of the Director, and if necessary, the City Library board.

Fees

Fees for use of the Burbank Room are as follows:

Non-profit organizations	\$10 per use
For profit organizations	\$50 per use

Burbank Room Reservations

- Reservations must be made by an adult member of the group. The person making the application shall be the contact person, unless specified otherwise, and is the only person authorized to make changes in room arrangements.
- To reserve the Burbank Room, an application must be submitted at least three weeks prior to the event. Applications received less than three weeks prior are not guaranteed a reservation. Reservations are confirmed in writing on the application form.
- All requests must be approved by the Library Director or designee. The Library Director will refer to the City Library Board any request that in their opinion presents substantial question. The City Library Board will make the final decision on whether a group meets the requirements for the use of the meeting room. The City Library Board reserves the right to deny the use of the meeting rooms to any group that, in its judgment, is not in compliance with the purposes and policies of the Harvard Diggins Library.
- The library reserves the right to cancel a reservation for a group at any time if the room is needed for Library programs or for meetings of the City Library Board and its committees. The Library will attempt to provide at least 24 hours notice, as well as provide a full refund, should cancellation be unavoidable.
- Cancellations made by the reserving individual/group up to one week prior to the reserved date will receive a full refund. No refund will be made if cancellation occurs less than one week prior to reserved date.
- The library reserves the right to deny any person's or group's meeting room application whose program may cause undue disruption of regular library business.
- The Library does not advocate or endorse the viewpoints of Burbank meeting room users.

General Rules for Use:

- Users of the Burbank Room are responsible for their own set-up and clean-up. Adequate time for set-up and clean-up must be included in the time reserved by the group. It is expected that every group meeting in the Burbank Room will keep the meeting space clean. If a group does not keep the room in reasonable order, a fee of \$100 will be assessed to the person or group who reserved the room and future reservations may be denied.
- Groups composed of members under age 18 must have at least one adult sponsor for each 10 persons in attendance.
- The Library's telephone number may not be used to advertise a meeting or to refer for questions. Any communication and advertising must clearly state: "This is not a Harvard Diggins Library-sponsored program".

- Refreshments may be served in the Burbank Room only. No alcohol is allowed. Food and drink are not permitted outside the Burbank Room.
- Sound must be reasonably confined and shall not disturb or disrupt ordinary Library usage.
- Room occupancy limitations may not be exceeded.
- No smoking is allowed in the Library building.
- Any group or organization using the Burbank meeting rooms shall indemnify and hold harmless the Harvard Diggins Library for any and all damages, costs, or injuries which may arise out of its use of the premises. The Library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the Burbank meeting room.
- Use of the Burbank meeting room shall conform to all local, State and Federal laws.

Adopted 2011
Revised April, 2023