

Acushnet Public Library
232 Middle Road
Acushnet, MA 02743
508-998-0270 www.acupl.org

Community Room Policy

Purpose

The Acushnet Public Library welcomes the use of its Community Room by any local non-commercial group for meetings of a civic, educational, or cultural nature.

- All programs must be free and open to the public.
- Attendance numbers must not exceed those set by the building commissioner.

Granting any group permission to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs. The Library Board of Trustees reserves the right to restrict use of the Community Room.

Reservations

1. Library programs and activities have priority over all other uses. Priorities for booking are
 - 1) Acushnet Public Library;
 - 2) Town of Acushnet Boards and Departments;
 - 3) Non-profit groups serving the Acushnet community on a first-come, first-served basis.
2. Reservations must be made on the library's application form and submitted to the Library Director at least 10 business days before the date of the meeting. The Director will inform the applicant whether the request has been approved or not. Requests can be made up to three months in advance by Town of Acushnet Boards and Departments, and one month in advance by all other outside groups. Exceptions may be made at the discretion of the Library Director or Library Board of Trustees.
3. The person reserving the room must be at least 18 years of age and present during the meeting.
4. If the Library is closed due to inclement weather, the use of the room will be cancelled for that date.
5. The event does not interrupt library service or present a risk to public safety.
6. The room is available free of charge during regular library hours as long as it's vacated by closing time. Library staff will notify the group 15 minutes before closing to ensure this condition is met.

Political Usage

Elected officials, a political party, or a political group may use the Community Room provided that all other items outlined in the Community Room Policy (Reservations & Facilities) are met, in addition to the following provisions.

1. No soliciting, receiving campaign contributions, fundraising, or collecting money can take place in the building or on the property. See (Mass. General Laws: Part I, Title VIII, Chapter 55, Section 14)
2. No distribution of campaign or party/group-related buttons, flyers, posters, etc. can be done in the building or on the property.

3. The event must be advertised as “Presented by [Group name]” and “held at Acushnet Public Library.” The Acushnet Public Library must not be listed as a host or sponsor on any flyers, social media, advertising, or town boards.
4. The event flyer must list the contact information of the person responsible for reserving the room.
5. The library will not promote the event in-house with flyers, in its monthly newsletter, on social media, or in other publicity avenues not mentioned. The library will list the event only on its online calendar.
6. The Library Director and Board of Trustees reserve the right to cancel an event if this policy is violated.

The provision of the Acushnet Public Library's Community Room space to a group does not constitute an endorsement of the group, its beliefs, or its speech.

Facilities

1. The room is certified to hold up to 40 people.
2. The room has a movie screen available for use. Both a laptop and a projector are available, as well, and must be requested on the application.
3. Smoking and alcoholic beverages are prohibited in the Library. Light refreshments may be served.
4. Groups may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting or event. Furniture may not be moved into or out of the room.
5. Each group is responsible for leaving the room the way it was found and for the replacement of lost or damaged equipment. Materials are not to be attached to walls, windows, doors or furnishings, except at the direction of authorized library staff. No promotional or functional materials may be left on the premises. Library staff inspects the room at the end of each business day.
6. The Acushnet Public Library, the Library Board of Trustees, and the Town of Acushnet assume no responsibility for the loss or damage to personal property left on the Library premises nor will they be held liable for personal injury while using or on the Library premises.

Adopted by the Library Board of Trustees, 6/9/18

Revised by the Library Board of Trustees, 12/12/18, 9/20/22, 8/8/25

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Community Room Application

Organization's Name: _____

Applicant's Name: _____

Phone: _____ Email: _____

Date of meeting: _____ Start time: _____ Finish time: _____

Purpose of meeting: _____

Anticipated attendance: _____ Please circle if needed: Laptop Projector

Indicate how many are needed: Tables* _____ Chairs _____

*Tables are 8 feet long.

I certify that I have the authority to reserve the Community Room on behalf of the above named organization and that the above statements are true to the best of my knowledge.

I have read and agree to abide by the Acushnet Public Library Community Room Policy.

Signature: _____ Date: _____

For internal use only:

Approved by: _____ Date: _____

Notes: _____

Revised by the Library Board of Trustees, 8/8/25
Approved by the Library Board of Trustees, 6/9/15

