

Acushnet Public Library  
232 Middle Road  
Acushnet, MA 02743  
508-998-0270 [www.acupl.org](http://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**

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.

1. Reservations must be made on the library's application form and submitted to the Library Director at least 10 business days prior to the date of the meeting. The Director will inform the applicant whether or not the request has been approved. 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.
2. The person reserving the room must be at least 18 years of age and present during the meeting.
3. If the Library is closed due to inclement weather, the use of the room will be cancelled for that date.
4. 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. If the room is needed beyond regular library hours, arrangements must be made in advance. A nominal fee may be charged for off-hours events not sponsored by the Acushnet Public Library or the Town of Acushnet.

### **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, 6/9/15

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

Acushnet Public Library  
232 Middle Road  
Acushnet, MA 02743  
508-998-0270 [www.acupl.org](http://www.acupl.org)

## **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: \_\_\_\_\_

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

Revised by the Library Board of Trustees, 9/20/22