

MEETING ROOM POLICY

The mission of the Everett Public Libraries is, "To instill a love of learning in children and adults by providing access to the world of ideas and information. Open to all, the Libraries will promote literacy, protect intellectual freedom, and encourage lifelong learning."

Library meeting rooms are primarily used to advance the library's mission for library programs and for meetings of staff, the Friends of the Everett Public Libraries, and the Trustees of the Everett Public Libraries. As a public service the Everett Public Libraries welcomes the use of its meeting rooms by Everett Community groups for gatherings of a civic, cultural or educational character. The Library does not endorse the views of groups who use the meeting room or individual participants. The use of the meeting room for library programs takes precedence over other uses. Reservation of the meeting rooms will be done according to the following principles and guidelines:

1. The Everett Public Libraries do not restrict the use of meeting rooms on the basis of the views of groups sponsoring the meeting or individual participants in accordance with American Library Association standards as mandated by Massachusetts General Laws, Chapter 78 Section 33.
2. Use of meeting rooms is limited to library hours, unless prior permission is granted by the Library Director and arrangements have been made for a city custodian to open and close the building, at the expense of the group hosting the meeting.
3. Groups may reserve meeting rooms no more than eight hours per month.
4. Reservations should be made at least one week in advance, and may not be made more than three months in advance.
5. Reservations may be canceled by the Everett Public Libraries at any time due to weather or conflicts with library programs or special events. In such cases the Everett Public Libraries will make their best effort to give advance notice.
6. Events must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules and regulations.
7. All meetings must end by 30 minutes prior to library closing time.
8. All meetings held in meeting rooms must be open to the public, and no admission fee may be charged. No collections or solicitation for donations are allowed.
9. The Parlin meeting room has a capacity of 64 persons. The Shute meeting room has the capacity for 42 persons. These respective figures are not to be exceeded at any meeting held in the meeting rooms.
10. No items may be sold in the meeting rooms, with the exception of the sale of books,

videos, sound recordings, and other items related to performances or presentations at library programs, with prior permission from the Library Director.

11. Food and non-alcoholic beverages, and use of the adjoining kitchen space (at the Parlin Memorial Library) may be permitted. The group hosting the meeting must provide all consumables and is responsible for cleaning the room after use. Groups failing to clean the room after use may be subject to cleaning or damage charges.
12. The group is responsible for setting up the furniture and returning it to the way it was found. The group is responsible for replacing any lost or damaged furniture.
13. The Everett Public Libraries are not responsible for injury to attendees or damage or theft of attendees' belongings. Any accidents or thefts must be reported promptly to library staff.
14. The pickup of children from the event must be monitored by the sponsor or group using the meeting room.
15. A group that has received permission to use the meeting room may publicize the location of its meeting but must state the sponsoring organization in printed or broadcast announcements. The Library should be listed only as the location for the meeting, and it must not be implied that the Everett Public Libraries are sponsoring or endorsing the meeting. The Everett Public Libraries staff are not responsible for answering any questions about the meeting on behalf of the organizer.
16. Failure to cancel a reservation within one business day, or failure to adhere to the rules of the library may result in the loss of meeting room privileges.
17. At the discretion of the Library Director, a police detail to be paid by the group reserving the room may be required.

Rooms must be reserved by authorized representatives of the group hosting the event, who are Everett residents 18 years of age or older, who shall serve as the sponsor. The sponsor will serve as the point of contact with the group, and will be responsible for any fees for custodial services, police details, or damages to library property and equipment.

Requests for reservation may be made at bit.ly/evemeeting or by filling out a paper application at the information desks of the respective if the internet is down.