

## Use of Meeting Rooms

The Goodnow Library provides a variety of spaces for patron use, ranging from single occupancy “nooks” to a large meeting room that accommodates up to 100 people. These meeting rooms are available to local groups and organizations for educational, cultural, philanthropic or civic uses. These meeting rooms are not available for use by for-profit organizations. This includes free events intended to result in the direct or indirect sale or promotion of services or goods. These meeting rooms are not available for private functions (e.g., birthdays, weddings or religious ceremonies), fundraising, or otherwise in support of commercial objectives.

Please use the following guidelines when choosing a room: Nooks can each accommodate 1 person; Quiet Study Rooms can accommodate groups of 1-4; the Conference Room can accommodate groups of 5-12; the Community Room can accommodate groups of 12 and over.

1. Programs may not interfere with library operations.
2. Due to the demand for these rooms, the library reserves the right to limit the number of uses by any given group. The Conference Room may be booked no more than once per week.
3. All library uses take precedence over any outside group’s use of meeting rooms and may result in cancellation or rescheduling of outside bookings.
4. If the library trustees determine that a specific meeting may require additional security for the safety of patrons or library property, the applicant will be responsible for paying all costs in advance of the meeting.
5. The decision by the library to permit a given use of the meeting rooms does not in any way constitute an endorsement of the views or policies of the applicant. In its promotional material, an applicant may not suggest that the library or its staff is endorsing or sponsoring the event.
6. All meetings, except those held in the Conference Room or the Quiet Study Rooms, must be open to the public; however, organizations are not obligated to provide materials or refreshments to non-members. Under some circumstances, registration may be allowed. Admission may not be charged, and no product or commercial service may be promoted or sold.
7. Alcoholic beverages are not permitted.
8. The library trustees may make exceptions for programs sponsored by the Library, the Goodnow Library Foundation, or by a non-profit organization offering short-term classes, institutes, discussion groups, or forums. Exceptions must be arranged with the Director or the Board of Library Trustees in advance.
9. Book signings will be considered under the following criteria:
  - Book signings must be part of a program or presentation by the author.
  - The subject must be of interest to our community.
  - The author may bring copies of the books to sell. They may not require anyone to purchase a book in order to attend, and must bring their own provisions to sell the book. Staff will not be involved in helping the author sell books. This courtesy will also be extended to performers selling recordings of their performances
  - All author visits and book signing requests must be directed to the Head of Reference Services, who will decide whether or not the program (including the book or other written content) meets our guidelines.
  - This procedure does not apply to authors who are approached by the Goodnow Library staff or Goodnow Library Foundation for programming.

### Responsibilities

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1. Meeting room users must follow all other library policies, including the [Acceptable Behavior Policy \(4-B-1\)](#), the [Safety for Children Policy \(4-B-2\)](#) and the [Use of Library Facilities Policy \(4-C-1\)](#) as applicable.
2. The library will not be responsible for the safety of any property brought on the premises.
3. Users must clean up after themselves, leaving the room in the condition in which they found it.
4. Any damage to library property resulting from the meeting will be the responsibility of the representative making the reservation and the organization they represent.
5. Decorations and/or displays must be limited to tables or easels.
6. Nothing may be attached to the walls of the library, except by approval of the Director.
7. Any publicity related to the use of the meeting rooms may be subject to library approval.

### **Availability**

1. The library's meeting rooms are available from one hour after opening until 15 minutes before closing, unless specified below. Groups may not schedule meetings to begin prior to that time, nor should they plan to set up for meetings prior to the opening of the library. No one will be allowed to enter the library or the meeting rooms before the library's regular opening time.
2. Groups/Individuals must leave promptly by the end of their booked time.
3. Meetings in the Community Room **only** may be scheduled to go beyond regular library hours, but the request should be made at the same time as the reservation. Meetings will not be scheduled to begin after the library is closed or on holidays, or any other day that the library is closed. Any exception to this policy must be approved by the director.
4. Evening meetings should end by 10:50 PM, as the building alarm will be activated at this time. The front doors are locked at closing time. Events sponsored by the library, the Goodnow Library Foundation or town departments and boards are exempt from this portion of the policy.
5. The trustees reserve the right to cancel the use of the meeting rooms as a result of an emergency, for example, a storm or a power outage. Library staff will attempt to notify you as soon as possible in these circumstances.
6. The library makes every effort to fulfill all reservations, but in the event that a reservation is canceled or needs to be rescheduled by the library for any reason, the library will not be held responsible. The library will work with the organizers to effect reimbursement or rebooking. Events canceled by the organizers may be rebooked, but will not be eligible for reimbursement.

### **Room Details**

#### ***Nooks***

1. Nooks are located on the second floor of the library.
2. Nooks can accommodate 1 person.
3. Nooks are available on a first-come, first-served basis and cannot be reserved.
4. There are no fees associated with Nooks.

#### ***Historical Room/Silent Room***

1. The Historical Room is located on the second floor of the library. It contains four larger tables, with six chairs at each table.
2. The Historical Room is designated as a space for silent work--no phone calls, no zoom calls, no talking to others. Cell phone ringers must be set to mute.
3. Due to the delicate nature of the materials housed in the room, **no food or drink will be**

**permitted.**

4. Capacity of the Historical Room varies depending on factors including table sharing.
5. The Historical Room is available whenever the library is open; no booking is required and there are no fees associated with this room.

***Quiet Study Rooms***

1. Quiet Study Rooms are governed by policy [#4-C-3, Use of Quiet Study Rooms](#)
2. Two Quiet Study Rooms are located on the second floor of the library. Each contains a table and four chairs.
3. The Quiet Study Rooms can accommodate 1-4 people.
4. Quiet Study Rooms may be booked in person or by phone through the Reference desk. Please see the policy for details.
5. There are no fees associated with the Quiet Study Rooms.

***Conference Room***

1. The Conference Room is located on the second floor of the library. The room contains a single large table and 8 chairs. The historic gallery, staff office, outside patio and other adjacent areas should not be considered extensions of the room. The outside doors of the room should not be unlocked.
2. The Conference Room can accommodate 5-12 people
3. The Conference Room may be booked through our website's Meeting Rooms page.
4. There are no fees associated with the Small Conference Room.
5. The Conference Room closes 30 minutes before closing on Saturdays and Sundays.

***Story/Craft Room***

1. The room is located on the right side of the children's department. The room has 5 tables and 24 chairs. Please do not bring other furniture into the room. Permission is required to bring snacks or beverages into the room. The pre-school area and other parts of the children's department should not be considered extensions of the room. The door to the room should not be locked. The shades may be lowered. The closet and cabinets should not be disturbed.
2. The furniture in the room is child-sized, so booking should be made for young people.
3. The Story/Craft Room can accommodate 25 people.
4. The Story/Craft Room may be booked through our website's Meeting Rooms page.
5. The Conference Room closes 30 minutes before closing on Saturdays and Sundays.
6. Please see the Reservations and Payments section for associated fees.

***Community Room***

1. The Community Room is located on the first floor of the library. The lobby, hallway and other areas adjacent to the Community Room are not extensions of the room. The doors to the Community Room must be kept closed during meetings to ensure that those using or working in other areas of the library are not disturbed.
2. The Community Room has 100 chairs and 12 rectangular tables. Please discuss the configuration desired at the time of booking. The room has a standing-room capacity of 200 people when no tables or chairs are used.

3. Please see the Reservations and Payments section for associated fees.
4. Facilities and equipment related to the Community Room include:

### **Kitchen**

Kitchen facilities are available. Light refreshments may be served in the Community Room. The organization will provide its own tablecloths, napkins, cups, silverware and other utensils.

### **Audiovisual System**

The Community Room's audiovisual system is available to groups. The system includes a digital projector, DVD and Blu-ray player, and sound. The system is PC and Mac compatible, but laptops are not provided by the library. There is an FM assistive listening system for the hearing impaired.

Each group must provide its own operator for the equipment. All requests to use library equipment should be made when submitting the reservation request. The person designated as operator must schedule a training session with staff before the meeting date if they have not previously used the equipment.

### **Piano**

The piano is available for library-sponsored programs and recitals only. All recitals must be open to the public. Admission may not be charged, and no product or service may be sold or promoted, with the exception of recordings of the performers as noted under Book Signings.

The following apply specifically to the use of the room for recitals:

1. The Community Room may be reserved for up to four hours for a recital. The four hours includes the time needed to set up and to clean up afterwards. A maximum of two four-hour slots per week may be booked.
2. The doors to the Community Room must be kept closed during recitals to ensure that those using or working in other areas of the library are not disturbed. Should any performers or audience members need to leave the room during the performance, please have them do so through the rear doors that exit near the restrooms, as the use of the side and front doors can be distracting.
3. Only acoustic instruments may be used so as not to disturb library patrons.
4. For recitals, the Community Room can accommodate up to 70-75 chairs, and 2-3 rectangular tables with space up front for performers. Please inform library staff of the desired configuration in advance so that they can see if assistance is possible.
5. Groups will not be allowed in the room before their time slot.
6. There is a charge of \$150 for each four-hour time period used for recitals. No proration is available if less than the four-hour time slot is needed.
7. The podium and the piano should not be moved.

### **Reservations and Payments**

1. Requests to use the Community Room, the Conference Room or the Story/Craft Room may be made using the online room reservation system by a representative of the organization that will be using the space. The representative must be at least 18 years old.

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2. If a meeting is canceled, the library should be notified as soon as possible, so that the room can be made available to another group
3. Repeated non-fulfilled reservations may result in forfeiting the privilege of booking the rooms.
4. Payment should be made for the Community Room or the Story/Craft Room at the time the reservation is made. Payment may be made by check or cash only; checks should be made out to the Goodnow Library. A reservation that is not paid for at least three days in advance of the event may be subject to cancellation.
5. Reservations will be filled on a first-come first-served basis. Reservations for monthly use of the meeting rooms will be accepted only up to six months in advance. Organizations wishing to use the Community Room more than once a month on a regular basis may reserve meetings for only two months at a time. A new reservation must be submitted for each request. Exceptions require the director's approval.

6. Fees

Community Room:

- One-half day (four hours or less): \$50
- A full day (more than four hours): \$100

Recitals (Community Room with Piano):

- One-half day (four hours or less): \$150 per meeting

Story/Craft Room

- \$10 per hour

The Conference Room, Historical Room and Quiet Study Rooms are all available free of charge.

The following will be exempt from meeting room fees: the Goodnow Library Foundation, Town of Sudbury departments, board or committees (as listed on the town website) and official functions of the Sudbury Public Schools or Lincoln-Sudbury Regional High School.