

BOSTON PUBLIC LIBRARY

Meeting Room Use Procedures January 2006

The applicant is responsible for discipline and reasonable care of the room. The applicant will be held responsible for any damage, and the condition of the room after its use, e.g., chairs stacked, utensils washed, kitchenette cleaned. Meeting rooms shall be left in good order and in the original set-up. Failure to do so may result in denial of future use of the room.

The library is unable to provide storage for any group.

It is the responsibility of the applicant to provide necessary equipment if it is not available at the Library.

All Library buildings are smoke-free facilities.

Failure to comply with the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.

The Applicant and the organization he/she represents agree to pay for any special maintenance or security required, as determined by the Library. Applicant and his/her organization agree to pay for damages to the meeting room or to Library property resulting from meeting room use.

Applicant is responsible for supervision of all children.

Applicants may not tape or tack anything to walls or doors.

The City of Boston, the Trustees of the Library, and Library employees assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.

Groups reserving meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

Please refer to the Exhibitions Policy and the Guidelines for Special Events for meetings that are scheduled after regular library hours and include catering services.

All groups seeking to use a meeting room shall complete, submit and, at the request of Library staff, update a meeting room application on a form approved by the Trustees of the Library. Such a form shall incorporate by reference this policy and shall recite that the applicant group has received a copy of this policy and agrees to abide by the terms and conditions of this policy. A meeting room application form needs to be completed and submitted 4 weeks prior to the meeting. The application form is to be signed by the person responsible for the use of the room. Applications are available at events@bpl.org.

No group may reserve or use any meeting room unless it complies in all respects with the provisions of this policy and submits, in fully executed form, the application and indemnification agreement called for in this policy, and any insurance certificate requested hereto. No meeting room reservation shall be deemed complete until the library staff receives a complete, signed original meeting room application form (together, if applicable, with an original insurance certificate).

Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant group.

**BOSTON PUBLIC LIBRARY
MEETING ROOM RESERVATION APPLICATION**

Space at the Boston Public Library is available to community and non-profit groups and organizations for meetings that are educational, philanthropic, or civic in nature. The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Boston Public Library.

This Reservation Application form should be filled out, signed and returned to the Office of Exhibitions & Programming via fax: 617.424.8617 or mail: 700 Boylston St., Boston, MA 02116; email meetings@bpl.org. Once your request has been processed you will be contacted as to its status.

Meeting Information

Title	
Description	
Time of Meeting (note beginning time and ending time)	
Date of Meeting	Alternate Date(s)

Contact Information

Name of Organization making request to Boston Public Library for space	
Organizational Contact	Title
Address	Telephone
E-Mail	Fax#
Other Organizations affiliated with this request, if any	

I have read the Meeting Room Use Policy and have made a request for the use of space at the Boston Public Library based on full understanding and acceptance of this policy. If this request is approved, I will assume personal responsibility for the discipline and reasonable care of the Library and Equipment therein during my organization's use of the space in connection with this application.

Signature _____