

# **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](mailto: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.