

CONFERENCE ROOM RENTAL PROCEDURES

1. **ENTRANCE:** The entrance for room rentals in the McKim Building is located at 230 Dartmouth Street. The 700 Boylston Street entrance is used for room rentals located in the Boylston Building. Both entrances are accessible.
2. **PARKING:** The Back Bay area has several parking garages conveniently located near the library.
3. **LIBRARY HOURS:** The Boston Public Library is open Monday-Thursday, 9am-8pm, Friday & Saturday, 9am-5pm and Sunday, 11am-5pm. Meetings should conform to the scheduled operating hours of the library. Exceptions may be made upon request and with the organization paying in advance for extended access.
4. **LIMITATIONS:** Meeting Rooms are not available for social gatherings (such as parties or entertainment), fundraising efforts, religious ceremonies or services, or for an individual's political campaign.
5. **FUNDRAISING:** Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the library, unless specifically permitted by the Library.
6. **PROVISION OF FURNITURE & SPACE:** The applicant is responsible for overseeing 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., waste disposed of, personal items removed. 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 or an additional fee.
7. **TRANSACTIONS:** The sale or marketing of goods or services is not permitted. No goods or services shall be promoted, sold or exchanged on the premises or by sample, pictures or descriptions. The selling of books on the premises may occur with written permission from the library.
8. **FOOD AND BEVERAGE:** The library does not allow any outside food and beverage on the premises. Any food and beverage items must be coordinated through our in-house caterer, The Catered Affair.
9. **SPECIAL MAINTENANCE/SECURITY:** 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 the library property resulting from meeting room use.

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

The Trustees of the Boston Public Library and/or Library staff reserve the right to determine, in reasonable discretion, whether any proposed use of a meeting room will require police detail or other extraordinary police protection, and if so, the anticipated cost thereof. In making this determination, the Trustees of the Boston Public Library may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Board may deem appropriate, and may consult with members of the Boston Police regarding this inquiry. If the Trustees of the Boston Public Library and/or Library staff determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such reservation, to pay to the Trustees of the Boston Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.

- 10. DISPLAYS AND DECORATIONS:** Decorations, including but not limited to, balloons and stickers of any kind, candles, bubble, fog and smoke machines, live Christmas trees, hemlock, balsam, Spanish moss, and decorative greens that contain pitch are not permitted in the Library. No banners, signs or other materials related to the event may be displayed inside or outside the Library without prior approval from the Boston Public Library Events Department. Said material may only be displayed within the contracted space unless it is a public access area. All decorations must be freestanding and nothing can be attached to any walls or doors, and all must be approved by a Boston Public Library Special Event Coordinator.
- 11. STORAGE:** The library is unable to provide storage facilities. All items used for the meeting must be removed immediately following the conclusion of the meeting. The Boston Public Library or its agents shall not be liable for any loss, damage or disposal to such property.
- 12. PERSONAL PROPERTY:** It is the responsibility of the applicant to provide necessary equipment if it is not available at the library. 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.
- 13. ADVERTISING:** Groups using library meeting rooms will not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the library, unless written permission to do so has been previously given by the library. Location shall be referred to as: Boston Public Library, Central Library in Copley Square.
- 14. SMOKING:** The Boston Public Library is a smoke-free building, including the enclosed courtyard and balconies. Smoking is not permitted in any part of the library premises at any time. It is the responsibility of the applicant to inform all attendees of the No Smoking policy.

15. EMERGENCY CLOSINGS: When the Boston Public Library closes because of weather or building emergencies, every effort will be made to notify organizations scheduled to use the Meeting Room(s). During adverse weather conditions, group representatives should call the Library and listen to the recorded message or go to the Boston Public Library website.

Companion Documents:

Boston Public Library, Conference Room Rental Policy

Boston Public Library, Conference Room Rental Pricing Guide

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