

NSPL Meeting Room Use: Procedures & Rules

In keeping with its mission, the Library offers meeting room space to the public for educational, cultural, civic and recreational purposes, subject to the rules outlined below.

1. Groups using the meeting room are required to set up for their meetings, return furniture to its original location, and leave the room clean and in good condition.
2. Individuals attending meetings are responsible for the supervision of their children.
3. The Library's building and grounds are smoke-free. No smoking may be done on the grounds outside the library or in the parking lot other than in personal vehicles.
4. All advertising and public notices of events held in the meeting room must clearly designate the organizational sponsorship. An organization or group may not use the North Scituate Public Library for its official address.
5. Users of the meeting room are expected to observe the rights of other library users and staff members.
6. Decorations must be approved by the library prior to installation. Decorations and other materials are not permitted on the walls. Exits must be clear at all times. All materials must be completely removed after use of the room. The meeting room must be left in the same condition as found.
7. Light refreshments may be served and must be confined to the meeting room. Coffeepots, cups, plates, paper goods, etc. must be provided by the group reserving the meeting room. Water may be obtained from the kitchen. No facilities are available for cooking meals.
8. No alcoholic beverages are allowed.
9. The meeting room may only be used during normal operating hours of the library. All programs must be scheduled to end at least 15 minutes prior to library closing times. The meeting room must be returned to its original condition & vacated by library closing time.
10. The person signing the reservation form must be a Scituate resident over 18 years of age or older and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of bills and for protection of library property in connection with the meeting. The library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
11. The meeting room will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. In the event of such a situation, every attempt will be made to notify any group with a reservation.
12. Library events have priority for meeting room use. The library reserves the right to cancel any reservation of the meeting room if a library event/program needs the room.
13. Groups associated with the library such as the Friends of the Library and the Library Board of Trustees or Town of Scituate boards/committees may use the meeting room at no charge.
14. There is no charge for the use of the meeting room by local non-profit organizations (proof of non-profit status may be required). All programs or meetings must be open to the public.
15. All activities must be confined to the meeting room. Approaching library users for the purpose of encouraging participation in a group's activities is prohibited.
16. No soliciting of business is allowed.
17. Any exceptions to these guidelines must be approved by the Library Director or the Board of Trustees before a reservation is made.