

Belfast Free Library Meeting Room General Policy

1. The primary purpose of the meeting rooms in the Belfast Free Library is to provide places for cultural and educational programs that are free and open to the public.
2. The Library's programs and activities necessarily have priority in scheduling. Otherwise, decisions are made on a first-come first-served basis.
3. There are no fees for rooms scheduled for free and open meetings during regular library hours, Fees are charged when:
 - the event takes place when the Library would otherwise be closed or
 - ⑩ the organizers intend to charge admission to the event
 - ⑩ it is a private event to promote a for profit business
 - the purpose of the event is to sell merchandise or services.
4. Library meeting rooms may be reserved for private or commercial events. The meeting rooms may not be used for parties.
5. Technology
 - The Library provides access to the internet and video presentation equipment. The Library cannot provide Tech Support for meetings.
 - Each meeting room has its own mix of technology. Check the information on each room for details.
 - The library does not Apple computers. Users wishing to use Apple computers must bring their own and provide the appropriate cables to connect the computer to Library equipment.
 - Event organizers are responsible for inquiring in advance regarding available technology, including computers, connectivity, projection, internet connectivity, communications, etc.
6. Scheduling
 - Any group wishing to use a Library meeting room is encouraged to apply well in advance. Last minute reservations often cannot be accommodated.
 - Persons or groups wishing to reserve a Library meeting room must sign up with the staff person(s) assigned to book the meeting rooms.
 - Because of the demand for use of Library meeting rooms, groups may not hold regular weekly or biweekly meetings. Monthly meetings may be scheduled depending on the availability of the room. Meeting consecutively for two or more days also depends on the availability of the room.
 - ⑩ Most meeting rooms must be used during normal Library operating hours. If a room is used outside normal Library hours, users will pay an opening and/or lock-up fee. Such fees are to be paid when the room is reserved unless other arrangements have been made.
 - As a courtesy to others who might wish to use a room, please let the Library know if you no longer need a room that you have reserved.
7. User Responsibilities
 - Users of Library meeting rooms must agree to the policies governing use of the meeting room.
 - Users are expected to set up for and clean up after themselves.
 - If damage is done to the premises or if the premises are left in an unclean or messy condition requiring janitorial services, users will be liable for such charges.
 - **Users who have made arrangements for an after-hours lock-up must remain until the lock-up person arrives.**

- Users of the meeting room after library open hours are hereby notified that library staff will not be present.
- For after-hours emergencies when no library staff is present, call 911.
- Users must follow all instructions concerning operation of appliances and equipment.
- Use of the Library meeting rooms shall involve no violation of federal or state laws or local ordinances.
- Users agree to indemnify and hold the Library harmless for any property damage and/or personal injury to the users or the users' agents or attendees, occurring on the premises.
- There will be no consumption of alcohol, illegal substances, or tobacco anywhere on Library property.
- If food and drink is permitted, no food or drink may be taken outside the meeting room.
- There will be no burning of candles, incense or open flames of any kind.

8. Library Meeting Room Individual Policies

- Abbott Room (Ground Floor)
- Small Conference Room (3rd Floor)
- Gammans Room (1st Floor)

Approved by the Trustees of the Belfast Free Library—September 26, 2023