

Bushnell-Sage Library

48 Main St.
Sheffield, MA 01257
413-229-7004
bushnellsagelibrary.org

Meeting Room Policy

- Public libraries are democratic centers for the exchange of ideas and information. Use of the meeting room at the Bushnell-Sage Library is intended for the informational, educational and cultural needs of the community. Meetings held in the library may be of a literary, educational, philanthropic or civic purpose. The room may also be used for private gatherings with Trustee approval.
- No outside groups or organizations using the library's meeting room shall charge an admission fee or sell or promote materials, goods, or services for private profit or gain. M.G.L. Chapter 55, Section 14 prohibits anyone from soliciting political contributions in a municipal building. Fundraising activity for any candidate or political committee – federal, state, county or local- is not allowed.
- Use of the meeting room by any group does not constitute endorsement by the library, the Board of Trustees, nor the Town of Sheffield.
- First priority in the use of the meeting room will always be given to library-sponsored and co-sponsored programs and to programs held in cooperation with the Library or the Friends of the Library.
- There is no charge for use of the meeting room. However, a \$50 cleaning fee may be required at the discretion of the library director if the room is not left in the condition it was found.
- Organizations must use the meeting room as it is furnished. Users are responsible for leaving the room in the condition in which they find it, and are responsible for their own room setup and cleanup. Special arrangements may be requested if the group wishes to use audio/visual equipment.
- Refreshments may be served in the meeting room as long as the group provides all foods, beverages, cups, plates, flatware and equipment needed. Kitchen may be used with prior permission. No food is permitted in the art studio unless approved by library director. No alcoholic beverages are allowed per ordinance of the town.
- The person making a reservation for use of the meeting room must be at least 18 years of age, hold a C/WMARS library card or be a resident of Sheffield, Massachusetts. The person making the request shall be responsible for the conduct of the group and for paying for any damages that may occur as a result of the group's use of the facility.
- Groups will not be permitted to post signs or distribute materials on library property without approval of library director or circulation manager. Unauthorized materials will be removed.

- Storage of personal property, equipment and/or supplies is not permitted without specific permission from the library director. The library is not responsible for lost or stolen personal items.
- The library director or Trustees have the authority to deny the future use of library facilities to any individuals or groups that fail to comply with the intent of this policy.
- When children are present within the group, they must follow the rules laid out in the Children's Behavior policy.

Updated September 12, 2023

dlc

I have read and agree to follow the directives laid out in the Meeting Room Policy and Child Policy.

Signature

Date

Print name

Phone # and email address