

Waltham Public Library

Meeting Room & Library Grounds Policy

The Waltham Public Library offers the use of its meeting rooms to local non-profits to further our vision as a community hub, providing a wealth of current informational, educational and recreational resources free of charge to all members of the community. Rooms are available subject to the policies and procedures outlined below and in accordance with the American Library Association's Library Bill of Rights.

Library meeting rooms are made available for non-profits groups on an equitable basis, regardless of the beliefs or affiliations of the groups making the request. Permission to use a library meeting room does not imply that the Waltham Public Library, staff, Board of Trustees or the City of Waltham endorses the aims, actions or policies of any group. All meetings and programs must be free, open and accessible to any member of the public. Meeting rooms are not available for the use of private individuals or for-profit organizations. Use of library lawn and grounds for programs is limited to events sponsored or co-sponsored by the library or the Friends of the Waltham Public Library.

Exceptions to these policies may be made at the discretion of the Library Director in consultation with the Board of Trustees as they deem in the best interest of the library and the community.

All groups must complete a meeting room application and submit it to the Administrative Office at the Waltham Public library at least two weeks before the first requested meeting date. Please see our application for complete information.

- Four rooms are available for large and small meetings, the Lecture Hall for large gatherings and the Trustees Room & 2 classrooms for smaller groups.
 - Waltham based non-profit organizations with annual operating budgets under \$10,000 and all Waltham City Departments and Boards may use the rooms at no charge.
 - Waltham based non profits with annual operating budgets over \$10,000 and non-Waltham based non profits may reserve rooms according to the current fee schedule.
- Use of the meeting rooms for library purposes will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel a reservation, if necessary. If the library cancels a reservation every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee was required.
- To allow the library appropriate flexibility for planning of library sponsored events, bookings by community groups or organizations will not be taken more than three months in advance of a planned event, unless approved by the Director.
- All meetings and programs must be open to the public without charge. No group or organization using the meeting rooms may charge an admission fee or solicit donations.
- To assure safe and orderly operation of the room, the group must follow the instructions of the library or custodial staff. Attendance must be limited to the capacity of the meeting room.
- **On street parking and library lot parking is limited. For larger meetings, attendees must park at the Common Street Parking Garage one block away.**
- Meetings must adjourn 15 minutes before closing time at the latest.
- In order to prevent damage to furniture and walls, no tape of any kind may be use and no markers may be used without protection underneath.
- Smoking and alcoholic beverages are not allowed anywhere in the library. Light refreshments may be served in the meeting spaces. Any furnishings moved by users must be returned to their original positions at the end of the meeting. Groups are responsible for leaving the room in the condition in which it was found.
- The library's telephones are not to be used for incoming or outgoing calls. Telephone messages will be taken only in the case of an emergency.
- Reservations may be made in person, by mail, email or telephone. A refundable deposit of \$25 may be required. Permission for use of the meeting rooms will be granted to adults only. No one under 18 will be admitted to the meeting room until the adult in charge has arrived.
- Meeting room and piano fees must be paid in advance. Refunds for canceled meetings will be provided only if the library is notified one week in advance or if the library is forced to cancel meetings due to bad weather or emergency.
- The City of Waltham, the Waltham Public Library, its Board of Trustees, the Library Director or employees assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.

- Groups using meeting rooms agree to indemnify and hold harmless the City of Waltham, the Waltham Public Library, and their employees, officers, agents and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or its equipment.

Rooms and Equipment Fees

Lecture Hall on Ground Floor	Trustees Room on Second Floor
<p><i>Capacity:</i> 100</p> <p><i>Fee:</i> \$75 per 3 hour meeting</p> <p><i>Facilities:</i> Projection screen, podium, piano, kitchenette (w/ refrigerator, sink and microwave), 75 chairs, 10 medium size tables.</p> <p><i>Hours:</i> Monday-Thursday 9:00am – 8:45pm Friday & Saturday 9:00am – 4:45pm Sunday 1:00pm – 4:45pm</p>	<p><i>Capacity:</i> 15</p> <p><i>Fee:</i> \$35 per 3 hour meeting</p> <p><i>Facilities:</i> Projection screen, refrigerator, microwave, one large 12 person table with 12 chairs, plus seating for 6 additional people</p> <p><i>Hours:</i> Monday-Thursday 9:00am – 8:45pm Friday & Saturday 9:00am – 4:45pm Sunday 1:00pm – 4:45pm</p>
Classroom A on Ground Floor	Classroom B on Ground Floor
<p><i>Capacity:</i> 10</p> <p><i>Fee:</i> \$35 per 3 hour meeting</p> <p><i>Facilities:</i> Chalk board, one 8- person table with 8 chairs, plus seating for 4 additional people</p> <p><i>Hours:</i> Monday-Thursday 9:00am – 8:45pm Friday & Saturday 9:00am – 4:45pm Sunday 1:00pm – 4:45pm</p>	<p><i>Capacity:</i> 6</p> <p><i>Fee:</i> \$35 per 3 hour meeting</p> <p><i>Facilities:</i> Chalk board, one 6- person table with 8 chairs</p> <p><i>Hours:</i> Monday-Thursday 9:00am – 8:45pm Friday & Saturday 9:00am – 4:45pm Sunday 1:00pm – 4:45pm</p>

Equipment Available

- LCD projector (Lecture Hall and Trustees Room)
- Overhead DVD/VHS projector (Lecture Hall Only)
- Piano* (Lecture Hall Only)

Only trained individuals will be allowed to use the equipment. Library staff may not be available to help with equipment. **Please arrange for training at least one week prior to the scheduled event.** Assistance is not available the day of the program. Costs for any damage to the equipment are the responsibility of the booking organization.

*Fees:

There is a \$40 fee for the use of the piano. Please see the Piano Use Policy for more information.

****Please make checks for room rentals payable to: *Waltham Public Library*. ****

**** Please make checks for piano rental payable to: *Friends of Waltham Public Library*. ****

Inquiries to Debora Hoffman, dhoffman@MINLIB.net
Waltham Public Library 735 Main Street Waltham MA 02451