



Westport Free Public Library
408 Old County Road
Westport, MA 02790



Introduction

The Westport Public Library is fortunate to have meeting a room available for public use. This is primarily for library-sponsored programs that enrich and extend library services to the community.

We are pleased to make these meeting spaces available to the public for civic, cultural, educational, and recreational purposes and community non-profit groups having a substantial nexus with the mission of the Westport Public Library. Organizations providing services or information to the open public at no charge may use the meeting rooms subject to availability and approval by the Library Director. Use of these spaces may not interfere with the normal operation of the library. Library meeting rooms may not be used for political fundraising, religious services, or fundraisers, except for those fundraisers sponsored by the Friends of Westport Library or the Westport Historical Society.

The rooms may not be reserved by individuals for private study, tutoring, interview or meeting sessions; however, if a room is available when you arrive at the library, it may be used following the rules of this policy. Exceptions may be made for test proctoring or specific interviews for college admission, military service or state or federal agencies. Approval is made by the Library Director.

The Board of Library Trustees reserves the right to review and accept or reject any or all applications for meeting room use. The Library Board of Trustees usually meet the second Monday of each month. The Westport Library Board of Trustees (Board) has sole jurisdiction over the use of the Library facilities, including meeting rooms.

Meeting Room Available for Use:

- Manton Community Room– Seats approximately 60 people in audience arrangement. Seats approximately 30 people at large tables.

Equipment Use:

- The library does not let the public use their equipment without prior permission.
- You should bring all cables and/or power cords that come with your equipment.

Scheduling and Reservations:

- The meeting rooms are available during regular library hours.
- All requests must be made through the Library Director or a staff person designated by the Director.
- All groups make reservations with the understanding that if a serious need arises for those spaces, the library and/or town have precedence.
- If, in the opinion of the Library Director, the presence of a police officer is advisable, the group using the facilities will hire one (or more) at its own expense.

Group Responsibilities:

- Designating a responsible person who will make the reservation and must be present while the group is utilizing the space, at all times. This person is the applicant on the Meeting Room Application.
- Submitting a written application to the Library Director in advance of the initial requested meeting date
- Completing a new application if the group's designee or contact information changes
- Library Staff will not setup the room.
- Reporting to a library staff member any apparent room or equipment damage prior to using the room in order to avoid being held responsible for the damage
- A group using the facilities must follow the instructions of the library staff at all times regarding the safe and orderly operation of the library. The library staff has the right to ask the person (s) to leave the premises if this is occurring.
- Reporting to a library staff member any spills or damage that occurs during the use of the room
- At least one chaperone must be provided for every ten meeting participants under the age of eighteen.
- Returning chairs, tables and equipment to their original arrangement as they were found. The **"Leave it as you found it,"** principle applies. Do not drag tables and chairs across the floor.
- Simple refreshments may be served, provided the group brings its own supplies.
- Clean-up after room use shall include: placing all trash in appropriate containers, wiping down tables and sink area if used, and removing all drink items. Trash to be removed from the library by the group and disposed of properly offsite.
- Exiting the room at the end of the designated pre-approved meeting time or at least 15 minutes prior to closing.

Restrictions:

- Meeting rooms are not available for use when the library is closed due to inclement weather or other emergency conditions (whenever possible the Library Director will contact the group designee to alert him/her to any closings).
- No admission may be charged, contributions solicited, tickets sold, or profit-making functions held, except for fundraising events sponsored by the Friends of the Westport Library (FOWL) or the Westport Historical Society. No outside group, organization or individual using a library meeting room shall charge an admission fee or engage in fundraising activities, except those groups that arrange to do so in support of the library or Town of Westport programs and activities, at the discretion of the Board of Library Trustees. Other Town of Westport Departments and Committees are not considered outside groups.
- Groups may not store items in the meeting rooms
- *Businesses, minors, and non-residents of Westport may not reserve the Community Room.*
- No incoming telephone calls for members of any non-Library related organization shall be handled by the Library staff.
- The Library is a tree and ground nut free space and products containing or made with such materials are prohibited on or within the Library property.

- The library is a smoke-free, drug-free and alcohol-free facility and grounds thereof.

Guidelines:

- Generally, no restrictions are made on the number of meetings that may be reserved per month with the understanding that if a need arises for this space, the Library takes precedence over this space and it is at the discretion of the Library Director.
- The Library reserves the right to limit frequency of usage by individual groups or functions in order to maximize availability to a broader spectrum of the Westport community.
- The Board of Library Trustees reserves the right to revoke the privilege of a group for any future use of the library meeting rooms when it has been determined that there has been a misrepresentation by the group of its stated purpose for a given meeting, or for non-compliance with the Meeting Room Policy.
- All requests will be accepted or rejected by the Library Director guided by this Policy established by the Board of Library Trustees.
- With prior permission from the Board of Trustees, a nonprofit may charge to attend an educational event hosted at the Library so long as the nonprofit agrees to donate 10% of the total amount collected to the Library.
- With prior permission from the Board of Trustees, an individual(s) or nonprofit may sell pieces of art on exhibition in the Manton Community Room so long as a signed agreement to donate 10% of the total amount is executed and signed between the interested parties and the Library Director.

Reservations:

Reservations of Library programs and activities have priority over all other uses.

Priorities for booking are

- Westport Public Library-no charge
- FOWL-Friends of Westport Library-no charge
- Town of Westport Boards and Departments-no charge
- Non-profit groups serving the Westport community on a first-come, first-served basis-no charge

Indemnify and Hold Harmless:

- Groups using meeting rooms agree to indemnify and hold harmless the Town of Westport, Westport 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.

Adopted by the Library Board of Trustees on May 2, 2019

Amended January 9, 2023

Amended December 11, 2023

Appendix A

**Application for use of the Manton Community Room
Meeting Registration Form**

- **One Application must be completed for each group using the facility.**

A picture ID may be required.

Please print

Date: _____ From: _____ To: _____

Name of Organization: _____

Mailing Address: _____

Name of Contact Person: _____

Home Phone: _____ Business Phone: _____

Nature of Proposed Use: _____

Anticipated number of Attendees: _____

I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting facilities of the Westport Free Public Library on its behalf; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises, furniture or equipment because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Westport Free Public Library governing the use of the library premises or equipment, including regulations prohibiting charging an entrance fee, soliciting fees or limiting attendance. Please notify Library staff when meeting is finished.

I also agree to protect, save, and keep the Town of Westport, The Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature Date

Registration Approval:

Library Director/Assistant Library Director