

MEETING ROOMS USE POLICY

Falmouth Public Library, Falmouth, MA

The Board of Trustees of the Falmouth Public Library welcomes the use of Library meeting rooms by civic, cultural, charitable, and educational groups and organizations having a substantial relationship with the Falmouth community. The meeting rooms will be made available on an equitable basis to local groups or organizations who request use.

All programs shall be open and free of charge to the public. No admission charge, request for donations or items for sale are permitted. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for solicitation of business, for profit, or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold or exchanged upon the premises, or by sample, pictures, or descriptions.

Reservations for meetings of organizations, clubs, and similar groups may be made one month in advance. Reservations may be made more than one month in advance for organizations wishing to host large events which include speakers and/or presentations. Reservations are approved on a space available basis. Exceptions may be made at the Library Director's discretion for programs that benefit the community.

Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting. Meeting rooms will not be used for political campaigns or rallies.

Groups using Library meeting rooms may not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.

The Trustees of the Falmouth Public Library, or their designee, reserve the right to reject a reservation request or cancel a reservation if the anticipated use is: likely to be unreasonably disruptive to regular library functions; too large for the applicable room capacity; disorderly or dangerous to persons or property; or in any other way inconsistent with the terms and conditions of this policy.

MEETING ROOMS USE EXHIBIT

The Falmouth Public Library Board of Trustees delegates the authority to the Library Director or their designee to develop and implement procedures which carry out the provision of this policy.

Reservations for use of the meeting rooms are made on the [library's application form](#) and must be completed as described in the policy. Use of space is not guaranteed until a confirmation of the application is received. Reservations shall be accepted, subject to the provisions of this policy, in the order received. Failure to notify the Library of cancellations may result in forfeiture of future bookings. All meeting room reservations are subject to the discretion of the Library Administration.

Available Meeting Rooms and Hours *(Only the Main Branch of the Falmouth Public Library has public meeting spaces available):*

Hermann Foundation Meeting Room Bay Room Trustees' Room

Library hours are 10 AM-5:30 PM Monday, 10:00 AM-8:30 PM, Tuesday and Wednesday, and 10:00 AM-5:30 PM Thursday through Saturday. The meeting rooms are available Monday through Friday from 9:30AM to 10PM, and Saturday until 5:00PM. Meetings after library hours and on Sundays are at the discretion of the Library Director.

If an organization wants to use the rooms after library hours, representatives must check out a key on their library card and return the key via the Book Drop that night after the meeting. Failure to return the key will incur replacement costs.

Rules for Use:

Failure to comply with any of the following rules may result in the loss of meeting room privileges.

- Light refreshments (e.g. coffee and finger foods) may be served in the meeting rooms.
- No cooking or food preparation is allowed on site.
- The room must be left in a clean and orderly condition. The applicant will be held responsible for any damages.
- No smoking, vaping, use of tobacco products.
- No alcoholic beverages are allowed.
- The applicant is responsible for supervision of all children.
- The applicant may not tape or tack anything to walls or doors.
- All persons attending a program or meeting in a meeting room shall comply with all requests by Library staff and, if applicable, the Falmouth Police and Fire Departments.
- Organizations may identify the Library and provide its address in their publicity for the meeting but may not give out the Library's telephone number or invite potential attendees to contact the Library.
- Authors wishing to promote their books at library events are welcome to do so, however, book sales are not permitted on library premises in accordance with our policy. The library is happy to facilitate connections with local booksellers to arrange off-site sales and signing opportunities in conjunction with library programs.

The Library is unable to provide storage for any group or organization.

Special Equipment:

Organizations planning to use the library audio-visual or other specialized equipment should contact the Library Administrative Assistant, at 508-457-2555 ext. 2963 in advance of the meeting. AV support may not always be available at the time of the meeting.

Any false, misleading or incomplete statements on the application form will result in the cancellation of the Meeting Room Use application.

Approved Board of Trustees: Aug 2003, Dec 2005, Mar 2008, Dec 2010, July 2016, Sept 2025