

# Meeting Room Policy

## Statement of Purpose

The Thomas Memorial Library seeks to enhance the greater Cape Elizabeth community by providing several spaces for community members and community and non-profit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. These spaces include the Community Room, the Conference Room, the Art Gallery, the Media Lab, and two Study Rooms.

## Scheduling and Reservations

- All Library meeting room space is scheduled and reserved through the Cape Elizabeth School Department - Facilities and Transportation Department. Rooms can be reserved via phone (207) 799-9574 or online at [www.cape.k12.me.us](http://www.cape.k12.me.us) - click on Facilities and Transportation.
- Due to the extensive use of the Community and Conference Rooms for Library sponsored events, reservations for these spaces will not be accepted more than three months in advance. The Community Room can be divided into Community Room A and Community Room B via a movable wall partition.
- Requests to exhibit in the Art Gallery are handled by separation application (see Art Gallery Policy), however show receptions still need to be reserved through Facilities.
- Media Lab reservations will not be accepted less than one week in advance. Please see *Media Lab Policy* for more details on this space.
- Study Room reservations will not be accepted less than one week in advance, however the Study Rooms are available on a first come first serve basis at the Library, provided there is no existing reservation. Study Rooms can be reserved for up to 3 hours at a time. If additional time is required, it will be allowed based on availability on the day of the reservation at the discretion of the Library staff.

***Add what groups are allowed to use and what fees (if any) apply***

## Equipment

- Community Room:
  - Overhead Projector (VGA, HDMI, and Apple Air-Play inputs)
  - Large Screen HDTV (HDMI and Apple Air-Play inputs)
  - Sound System with Microphone inputs
  - 12 Folding Tables
  - 80 Chairs
- Conference Room

- Two permanent conference tables
- 16 Chairs
- Large Screen HDTV (HDMI and Apple Air-Play inputs)
- Media Lab
  - Please see Media Lab policy for more details on this space.
- Study Rooms (Two Rooms)
  - Conference Table
  - 4 Chairs

Additionally, there is a Public Kitchen located adjacent to the Community and Conference Rooms that is available for use. It contains a sink, microwave, and refrigerator. A large coffee urn and hot water pot are also available for use.

### **Capacity**

#### Community Room A & B:

Classroom Configuration (Tables & Chairs) - 65  
 Auditorium Style Configuration - 130  
 Standing - 130

#### Community Room A:

Classroom Configuration (Tables & Chairs) - 39  
 Auditorium Style Configuration - 78  
 Standing - 78

#### Community Room B:

Classroom Configuration (Tables & Chairs) - 26  
 Auditorium Style Configuration - 52  
 Standing - 52

#### Conference Room

19

#### Media Lab

4

#### Study Rooms

6

## Guidelines

Any usage of the Library's meeting room space must conform with the Cape Elizabeth Town & School Use of Facilities Guidelines and Policies, in addition to the Library specific guidelines listed below.

- No admission may be charged nor may monies be collected in any way inhibitory to free public access to programs. Exceptions may be made if the total proceeds of admission go to a charitable cause; all such exceptions to this rule shall require the prior clearance of the Cape Elizabeth Town Council. Additionally, fundraising activities to benefit the Library and/or the sale of books or other items by authors or artists as part of a Library program are permissible.
- Non-alcoholic beverages are allowed.
- Non-wet, snack style food is allowed.
- Groups are responsible for cleaning the room after each use. Please replace chairs, wipe off tables and replace those tables set up by your group.
- All kitchen areas and the refrigerator should be cleaned and food/beverages should be removed. Any kitchen utensils should be washed and returned to the cupboards.
- Permission to use any Library space does not constitute or imply Library endorsement of the aims, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.
- Individuals and groups using Library meeting rooms must not use advertising or publicity materials that indicate or imply that a program is sponsored, co-sponsored, endorsed, or approved by the Library. Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and may not include the Library's phone number. No group may consider the Library its permanent meeting place or use the Library as its mailing address.
- The Library meeting room and conference room may not be used under this policy for paid tutoring sessions. ***Paid tutors are considered a business and are charged a fee for use of these rooms.*** Private, paid tutoring is allowed in open study and reading areas only if such activity does not disturb staff or library users and if those involved otherwise comply with all rules, guidelines and procedures governing behavior in the Library. Paid tutors may not publish or distribute advertisements or letters indicating the library as their place of doing business or otherwise imply library sponsorship of their activities. The library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.
- Any charges that the Library may incur for repairs, cleaning or trash removal, which are attributed to a group's use of the facility and not normal wear and tear, will be billed to the renter/user.

- A reservation/application may be rejected and previously granted permission may be withdrawn for violation of Library rules or conduct inconsistent with the policies of the Library.