

Meeting Room Policy

Statement of Purpose

The Thomas Memorial Library (TML) seeks to enhance the greater Cape Elizabeth community by providing several spaces for community members, along with community and nonprofit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. These spaces are the Community Room, the Conference Room, the Art Gallery, three Study Rooms, and the Gabriel A. Zimpritch Poetry Room.

Scheduling and Reservations

- Community Room & Conference Room
 - 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.capeftd.org.
 - Availability: In addition to TML programming and activities, these spaces may be reserved by:
 - Town of Cape Elizabeth / Cape Elizabeth School District functions, departments, committees, or affiliated groups
 - Cape Elizabeth Nonprofit Organizations
 - Cape Elizabeth Community Groups
 - Due to the extensive use of the Community and Conference Rooms for TML sponsored events, reservations for these spaces will not be accepted more than three months in advance unless approved by the Library Director.
 - No more than three (3) reservations may be scheduled at any one time unless approved by the Library Director.
 - The Community Room can be divided into Community Room A and Community Room B via a movable wall partition.
 - After-hour use is available to TML programming and activities, and usage by the Town of Cape Elizabeth or Cape Elizabeth School District.
- Study Rooms
 - Scheduled and reserved through the TML circulation desk.
 - Availability: In addition to TML programming and activities, these spaces may be reserved by:
 - Town of Cape Elizabeth / Cape Elizabeth School District functions, departments, committees, or affiliated groups
 - Cape Elizabeth Nonprofit Organizations
 - Cape Elizabeth Community Groups

- Individuals or other groups (regardless of residence)
 - Business may utilize the Study Rooms, however no selling, soliciting, or order taking may occur.
- Study Rooms can be reserved for three (3) hour blocks. 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. Reservations will be held for 10 minutes after the designated time.
- Study Room reservations will not be accepted more than one month in advance unless approved by the Library Director.
- No more than five (5) reservations may be scheduled at any one time unless approved by the Library Director.
- Unless previously reserved, Study Rooms are available on a first come first serve basis at TML. Study Rooms can be signed out at the Circulation Desk for three (3) hour time blocks. If additional time is required, it will be allowed based on availability at the discretion of the Library Staff.
- Gabriel A. Zimpritch Poetry Room
 - Is available on a first come first serve basis only, no reservations or time limits.
 - Users are reminded that this room has limited privacy as there is no door and contains collections that may be accessed by staff or other users at any time.
- Requests to exhibit in the Art Gallery are handled by a separate application (see Art Gallery Policy), however show receptions still need to be reserved through Facilities.

Guidelines

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

- Meetings must conform to TML's scheduled operating hours, with the exception of TML, Town of Cape Elizabeth, and Cape Elizabeth School District functions.
- Attendance at all meetings must be free of charge. No admission charge, request for donation, or sale of items is permitted. Meeting rooms shall not be used for commercial or fundraising purposes. 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 TML and/or the sale of books or other items by authors or artists as part of a TML program are permissible.
- Non-alcoholic beverages are allowed.
- Snack foods are allowed. Full meals are not allowed without prior approved of the Facilities Department.

- Groups are responsible for cleaning the room after each use. Please collect all trash and deposit in appropriate receptacles, replace chairs, wipe off tables and replace those tables set up by your group. If spills occur, please blot them up and report the spill to TML staff.
- 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 TML space does not constitute or imply TML endorsement of the aims, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.
- Individuals and groups using TML meeting rooms must not use advertising or publicity materials that indicate or imply that a program is sponsored, co-sponsored, endorsed, or approved by TML. Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and may not include TML's phone number. No group may consider TML its permanent meeting place or use TML as its mailing address.
- Any charges that TML 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 TML rules or conduct inconsistent with the policies of TML.

Capacity

Community Room A & B:

Classroom Configuration (Tables & Chairs) - 65

Auditorium Style Configuration - 100 (Fire Code 130)

Standing - 130

Community Room A:

Classroom Configuration (Tables & Chairs) - 39

Auditorium Style Configuration - 60 (Fire Code 78)

Standing - 78

Community Room B:

Classroom Configuration (Tables & Chairs) - 26

Auditorium Style Configuration - 35 (Fire Code 52)

Standing - 52

Conference Room

14 (Fire Code 19)

Equipment

- Community Room:
 - Overhead Projector (VGA, HDMI, and Apple AirPlay inputs)
 - Large Screen HDTV (HDMI and Apple AirPlay inputs)
 - Sound System with Microphone inputs
 - 12 Folding Tables
 - 100 Chairs
- Conference Room
 - Two permanent conference tables
 - 16 Chairs
 - Large Screen HDTV (HDMI and Apple AirPlay inputs)
- Study Rooms (Three Rooms) and Gabriel A. Zimpritch Poetry Room
 - 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.