



## **Conference Room, Foster Boardroom, & Study Room Use Policy**

The Edgartown Public Library (the “Library”) second floor Conference Room, Foster Boardroom, and Study Rooms (the “Meeting and Study Rooms”) may be reserved during the Library’s open hours. The Library subscribes to the equitable use of its facilities.

### **A. General Conditions**

1. Patrons may book Meeting and Study Rooms that are not committed for Library use. The Library shall have priority in scheduling over all other requests.
2. The use of Meeting and Study Rooms must be free and open to the public.
3. The Meeting and Study Rooms are not available to promote political, religious, or commercial causes.
4. Goods or materials may not be sold or advertised in the Meeting and Study Rooms.
5. All recurring Meeting and Study Room requests will be approved at the discretion of the Library Director.
6. Patrons using the Meeting and Study Rooms must take all personal belongings with them if they are leaving a room for longer than ten (10) minutes.
7. Patrons shall not occupy a Meeting or Study Room and a public computer station simultaneously.
8. Patrons requesting the Meeting and Study Rooms may have the room for up to two hours, after which they are welcome to remain unless another patron requests the room.
9. The size of the group cannot exceed the capacity of the Meeting and Study Room:  
The Foster Boardroom seats 8  
The Conference Room seats 6  
Study Rooms (2) seat 2

10. Patrons are responsible for the security, safety, and behavior of all meeting attendees. Children under the age of 14 may not use the Meeting and Study Rooms without an adult over the age of 18 present, and must be supervised by adult group members at all times. **(Please see our Safety of Children Policy.)**
11. Use of the Meeting and Study Rooms cannot interfere with the normal operation of the Library. The Meeting and Study Rooms are available only during posted Library hours, and must be vacated 15 minutes prior to closing. Exceptions to this policy may be made at the discretion of the Library Director or staff.
12. Meeting organizers shall inform attendees to park in the Library parking lots.
13. Permission for the use of the Meeting and Study Rooms is not transferable.
14. No smoking, vaping, or e-cigarette use is allowed on Library property.
15. No alcoholic beverages may be dispensed or consumed on Library property.
16. No open flame is permitted at any time.
17. No pets, other than service or therapy animals, are allowed in the Library.
18. Any questions of interpretation of this policy will be referred to the Library Board of Trustees, and no meetings will be booked until that Board renders a decision.
19. Any infraction of this policy may result in loss of facilities use privileges.
20. A group using the Meeting and Study Rooms shall be solely responsible for, and shall indemnify the Library against any and all damages to any Library property (inside and/or outside) caused by such group's use of the Library's facilities.

## **B. Reservations of Meeting and Study Rooms**

1. The Meeting and Study Rooms may be reserved by calling or emailing the library up to 3 months in advance of the meeting. This limit applies to both single and repeat bookings.
2. Patrons are allowed one reservation on the calendar at a time. Once a reservation is completed, another may be placed.
3. Recurring reservations are not permitted. Exceptions may be made at the discretion of the Library Director or staff.

## **C. Refreshments / Equipment**

1. No food or refreshments may be served in the Meeting and Study Rooms.

2. No custodial services are provided in connection with the use of the Meeting and Study Rooms. All meeting-related items must be removed by the group at the end of the meeting, and Meeting and Study Rooms shall be left in a clean and orderly condition.
3. Nothing may be hung on or adhered to the walls or windows of Meeting and Study Rooms.
4. No storage facilities are provided.

#### **D. Cancellation**

1. If cancellation is necessary, the Library requests that patrons provide at least 24-hours' notice. Failure to do so may result in denial of future reservations.
2. The Meeting and Study Rooms are not available when the Library is closed for any reason, including emergency conditions or inclement weather. Inquiries should be made by calling the Library.
3. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

#### **E. Disclaimer**

1. Neither the Trustees nor staff of the Library or the Town of Edgartown shall be held responsible for injury to persons or property that may occur while the Meeting and Study Rooms are being used.
2. The Library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the Library.

*Adopted on May 8, 2025 by the Edgartown Library Board of Trustees*