



Program Room Use Policy

The Program Room within the Edgartown Free Public Library (the “Library”) is for gatherings of an educational, cultural, or civic nature where a diversity of viewpoints is permitted, and for other functions which, in the judgment of the Library Director and the Board of Trustees, will benefit the residents of the community. The use of the Program Room does not constitute an endorsement of a group’s policies or beliefs. The Library subscribes to the equitable use of its facilities.

The Program Room is to be used primarily for Library sponsored or co-sponsored activities and by Library-related organizations. Therefore, the Library shall have priority in scheduling over all other requests.

A. General Conditions

1. When not in use by the Library, the Program Room may be booked by other town departments and non-profit groups. Such use of the room must be admission-free and open to the public.
 - a. Program Room Use blackout dates: During the period between Memorial Day and Labor Day, only library programs, town departments, and Island-based non-profit organizations or groups may use the Program Room.
2. The Program Room is not available for social gatherings, invitation-only events, for the benefit of private individuals or businesses, for commercial or profit-making enterprises, or for any closed meeting except as provided by the Open Meeting Law.
3. The Program Room is not available to promote partisan political or religious causes. However, political forums or informational study groups are permitted, so long as they are admission-free and open to the public.
4. No contributions may be solicited in the Program Room except for Library fundraisers held with the approval of the Library Board of Trustees.
5. No promotion or sale of items or services is allowed in the Program Room, except for speakers, artists, or performers at Library programs who have obtained prior approval to sell books, art, sound recordings, or videos related to their performance or presentation.

6. All recurring room requests will be approved at the discretion of the Library Director.
7. The size of the group/event cannot exceed the capacity of the Program Room, which seats 80 persons (capacity represents theater-style seating only.)
8. The group is responsible for the security, safety and behavior of the group. Children must be supervised by group members and the pick-up of children must be monitored by the group. **(Please see our Safety of Children Policy.)**
9. Use of the Program Room cannot interfere with the normal operation of the Library and must be vacated 30 minutes prior to closing. Exceptions to this policy may be made at the discretion of the Library Board of Trustees or Library Director.
10. Meeting organizers shall ask attendees to park in the Library parking lots.
11. Permission for use of the Program Room is not transferable.
12. No smoking, vaping, or e-cigarette use is allowed on Library property.
13. No alcoholic beverages may be dispensed or consumed on Library property, except by special permit obtained in accordance with all applicable laws and regulations.
14. No open flame is permitted at any time.
15. No pets, other than service or therapy animals, are allowed, unless as a part of a Library sponsored program.
16. Any questions of interpretation of this policy will be referred to the Library Board of Trustees and no meetings will be booked until the Board renders a decision.
17. Any infraction of this policy may result in loss of facilities use privileges.
18. A group using the Program Room 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.
19. All meeting room bookings utilizing library or patron AV equipment are strongly encouraged to schedule a technical run at least 24 hours prior to the scheduled event to ensure equipment compatibility.

B. Application

1. Applications for the use of the Program Room are available at the circulation desk and on the Library's website. Completed applications, which shall include any license or permit necessary for the conduct of the group's meeting, must be submitted at least 48 hours in advance of the meeting.
2. The person completing the application must be 18 years of age and must be present at and shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of any fees or charges and any damage to Library property.
3. All inquiries concerning meetings will be referred to the applicant.
4. The Program Room may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of Library programs. This limit applies to both single and repeat bookings.

C. Refreshments/Equipment

1. With advance notice, light refreshments may be served in the Program Room at the discretion of the Library Director.
2. No custodial services are provided in connection with use of the Program Room. All food, trash and meeting-related items must be removed by the group at the end of the meeting, and the room shall be left in a clean and orderly condition.
3. Upon request, the Library may provide access to chairs, tables, kitchen facilities and a projection screen and other AV equipment, if available. Tables and chairs must be set up and taken down by the group. Tables must be covered to protect from glue, paint or other materials that could damage the furniture.
4. Nothing may be hung, taped, or otherwise adhered to the walls or windows of the Program Room without prior permission.
5. No storage facilities are provided.

D. Cancellation

1. Cancellation of Program Room reservations is required 24 hours in advance. Failure to do so may result in denial of future requests.
2. The Program Room is not available when the Library is closed due to 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.

4. The Library Board of Trustees reserves the right to refuse the use of the Program Room or cancel any reservation when they deem the program or activity to be inconsistent with library policies.

E. Publicity

1. When the Program Room is used by outside groups, all announcements, press releases, flyers, and other promotional work must clearly state that the gathering is not sponsored by the Edgartown Public Library.
2. Groups may identify the Library and provide its address in their publicity for the meeting, but may not use the Library's telephone number or invite potential attendees to contact the Library.

F. Disclaimer

1. Neither the Trustees nor staff of the Library or of the Town of Edgartown shall be held responsible for injury to persons or property that may occur while the Program Room is 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