

Burlington Public Library  
22 Sears Street  
Burlington, MA 01803

### **Meeting Room Policy**

The meeting rooms are available to individuals or organizations for public gatherings of:

- A civic nature
- A cultural nature
- An educational nature
- Business or commercial organizations that exist primarily for profit to share information without promotion of their goods or services
- Small study groups and meetings of a confidential nature may be accommodated at the discretion of the Director

The rooms are **not** available for:

- Purely social gatherings
- Monetary benefit of private individuals or commercial enterprises
- Presentation of only one side of a controversial issue
- Political campaigning
- Rehearsals and auditions

Must be open to the public, no admission fee may be charged, no collection taken and no products or services sold on the library premises. The exception shall be for the conducting of fundraising activities that directly benefit the library and for which approval is required. The library, and its Trustees, in no way endorse any particular group or individual using the meeting rooms. Meetings must be in compliance with all federal, state and local laws must be compiled with.

Priority in scheduling of meeting rooms will be given to:

- Library programs (including Friends groups, library staff meetings, Board of Trustee meetings)
- Burlington organizations whose primary goal is the ultimate benefit of the community
- Other organizations whose primary goal is the ultimate benefit of the community

If a conflict in scheduling arises, the library reserves the right to assign a group to another suitable room, or to cancel the meeting only if no satisfactory arrangements can be made.

Groups or individuals wishing to use a meeting room are required to submit a Preliminary Application Form to the office of the Library Director. Use will be dependant upon availability and best utilization of the facility, and must be within the regulations provided with this policy. Any group found to be in violation of these regulations may be denied future access to the library meeting rooms.

There are small study rooms for 2 –3 people available on a walk-in basis.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy annually.