



THE PUBLIC LIBRARY OF BROOKLINE

Meeting Room Policy

Effective Date: October 1, 2024

Purpose

The Public Library of Brookline (PLB) provides the use of its rooms at no charge as a part of our services to the public. Because this is a sought after community resource, it is important that those wishing to use the room meet the requirements for usage and follow these guidelines carefully. Activities not aligned with the intention of the Room Usage Guidelines, including private social functions, requests from commercial enterprises, and exclusive gatherings, will not be permitted in the Library meeting rooms. This policy covers the use of the following rooms:

- Brookline Village
 - Hunneman Hall
 - Conference Room
- Coolidge Corner
 - Meeting Room
- Putterham
 - Meeting Room

Room Usage Guidelines

Acceptable Uses of Library Meeting Rooms

- Use of the room is limited to the following activities:
 - Programs: organized events or activities that are designed to engage, educate, or entertain an audience. Events that do not meet this criterion include individual or private social functions, e.g. parties, showers, and celebrations of life.
 - Meetings: gatherings that are open to the general public, allowing participants to contribute to the discussion and decision-making process. Groups that do not meet this criterion include HOAs, for-profit businesses, and study groups.
 - Civic, educational, or cultural events: organized activities or gatherings aimed at promoting community engagement, learning, and appreciation

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of cultural diversity and heritage to a live audience. Activities that do not meet this criterion are rehearsals and study groups.

Requesting a Reservation

- Reservations are available up to 45 days in advance. Requests for reservations must be made at least one business day in advance.
- All reservation applications are reviewed at regular intervals and approval is contingent on compliance with this policy. The Public Library of Brookline reserves the right to reject reservation requests.
- Cancellations can be made by notifying the library hosting the event at least 24 hours before your reservation, by canceling the reservation via the Meeting Room Reservation software, or contacting Library Administration: 617-730-2360 or brkadmin@minlib.net.

Priority of Use

Reservations for meeting rooms are on a first-come, first-served basis. Schedule priority is given to library-sponsored events, programs, or meetings. The PLB reserves the right to move a reservation to a room that meets the stated capacity needs in the reservation.

Room Availability

Reservations are scheduled to start 15 minutes after the Library opens and end 30 minutes before the Library closes. The room must be cleared and returned to its original condition at least ten minutes before the Library closes. Town elections are exempt from this rule.

Advertising

Advertising meetings as (co-)sponsored or approved by the Library is not permitted. Only Library partners may advertise PLB (co-)sponsorship. Such partners must get advance, written permission from Library Staff.

Use of the Piano

Use of the piano must be requested in advance and instructions on its placement are required. Groups may not move the piano themselves. Tuning is done at the discretion of the PLB at an appropriate interval. If a group wishes the piano to be tuned, it may do so at its own expense using the PLB's preferred tuner.

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Use of Library Technology and Audiovisual Equipment

- Groups must provide any meeting equipment that isn't made available by the Library. The PLB provides access to Wi-Fi, screen, projector, and audiovisual equipment that can be used with a personal device.
- If using the PLB's audiovisual equipment, organizers must familiarize themselves with its operation either by scheduling an orientation or reviewing the instructions provided by the PLB.
- The PLB does not guarantee our technology will be operational at the time of an event. Library Staff may or may not be available to assist with utilizing the equipment during an event.

Room Usage Terms and Conditions

- All meetings must be free of charge and open to anyone who may want to attend.
- Use of the meeting room may not in any way disturb regular Library operations.
- Room set-up is not provided by Library Staff. The room must be returned to the condition it was found in upon arrival. This includes returning the room to its original set-up (arranging tables and stacking chairs) when the reservation ends.
- Any messes must be cleaned up and all garbage must be disposed of in designated receptacles.
- Rooms will be reserved in an individual's name and this person will be held responsible for any damages to the room or to Library property due to their event. One of the organizers must be at least 18 years old and in attendance during the entire reserved time.
- Fees may not be collected and no fundraising is allowed except by the Board of Library Trustees, Brookline Library Foundation, and Friends of the Brookline Library who are exempt from this requirement.
- Attendees may not be required to register and / or make a purchase to attend. When names or contact information is collected attendees must be informed of the intended use of the data.
- Selling or advertising products or services is not allowed. The Public Library of Brookline reserves the right to work with a bookseller to sell books for Library-sponsored events.
- Items may not be stored at any Public Library of Brookline location.
- Alcoholic beverages may not be served or consumed on Library property without prior approval from the Town of Brookline or designate.
- Attendance must not exceed the posted capacity of the meeting room.

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- Repeated cancellations with less than 24 hour notice or repeated “no shows” could result in a loss of room usage privileges.
- Large groups should park off-site when space is limited in the Library parking area.
- All requests relating to the Americans with Disabilities Act (ADA) must be reasonably accommodated.

Equitable Use of the Meeting Room

Groups may reserve a meeting room no more than once a month at a single location. The PLB may limit the number of times that similar types of groups may use the rooms. The PLB may also limit a group’s room use if the group abuses or does not comply with our room use policy.

Authority

In approving this policy the Board of Library Trustees authorizes the Library Director or their designate to implement this policy including but not limited to: terminating or denying future permission to use the room to those who violate this policy. In any dispute about this policy and its rules, the Library Director’s interpretation shall prevail.

Appeals

In the event that a room request is denied and the applicant is not satisfied with the reason why, the applicant may appeal to the Library Director or their designee by contacting brkadmin@minlib.net or calling 617-730-2360.

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Voted by the Library Board of Trustees 14 February 1995

Amended by the Library Board of Trustees 9 October 2007

Amended Interim Policy by the Library Board of Trustees 10 December 2014

Amended by the Board of Library Trustees 10 November 2015

Amended by the Board of Library Trustees 6 February 2018

Amended by the Board of Library Trustees 11 June 2019

Amended by the Board of Library Trustees 10 September 2024

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