



EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

Tel 508-378-1616 Fax 508-378-1617

Community Room Use Policy

The East Bridgewater Public Library offers the use of its Community Room to local community groups and organizations to support the informational, educational, cultural and/or civic needs of the community. The Community Room is available subject to the policies and procedures outlined below, and in accordance with the principles set forth in the American Library Association's Library Bill of Rights, which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the Community Room does not imply endorsement, support, or co-sponsorship of the activities or of the beliefs of the group using the Community Room by the East Bridgewater Public Library or the Town of East Bridgewater. The Director of Library Services and the Library's Administrative Assistant reserve the right to refuse the use of the Community Room or cancel any room reservations when they deem it in the best interest of the East Bridgewater Public Library or the Town of East Bridgewater.

General Guidelines

The library building and property are subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use (Mass. General Laws: Part I, Title VIII, Chapter 55, Section 14). Elected officials can hold office hours and public forums at the library. A political party or political group may use space at the library for a program provided that:

- The event features a guest speaker on a theme or topic and is not a campaign rally
- The event is open to the public
- An admission fee is not charged
- No fundraising or collecting of money can take place in the building or on the property
- No distribution of campaign or party/group related buttons, flyers, posters, etc. can be done in the building or on the property
- The event must be advertised as "Presented by [Group name]" and "held at East Bridgewater Public Library."

- The East Bridgewater Public Library must not be listed as a host or sponsor on any flyers, social media, advertising or town boards.

The library is committed to providing varied programming to our patrons for both educational and recreational purposes. The Library Director and Board of Trustees reserve the right to cancel an event if this policy is violated. Any group wishing to use the Community Room must complete the Community Room Reservation form, the Community Room Rules for Use form, agree to the Community Room Use Policy, and receive the approval of the Administrative Assistant or Director of Library Services.

The Community Room can be reserved during the hours that the library is open, and use shall commence during the hours that the library is open. After January 1, 2026, all users of the Community Room must complete their meetings and exit the library at least 10 minutes before the library closes. Use of the Community Room before the library opens in the morning is not permitted.

There is no storage in the library available to the public. Groups with supplies, equipment, etc. must take these items with them at the end of the meeting. No items may be left in the Community Room for future use.

Priority for the use of the Community Room will be given in the following order:

1. East Bridgewater Public Library meetings, events, and programs
2. Town of East Bridgewater departments, boards, and committees
3. Neighborhood and community-based groups and organizations based in East Bridgewater
4. All other groups or organizations

Use of the Community Room must not interfere with the operation of the library or conflict with the library's mission and vision.

All meetings and programs must be free, open and accessible to any members of the public. The Community Room is not available for individual use, private meetings, parties, or social functions. The Community Room shall not be used for entrepreneurial or commercial purposes. No admission fees may be charged. 501(c)(3) non-profit groups and the library may hold fundraising activities, provided no admission fee is charged.

Applications, Reservations and Cancellations

Community Room reservations may be requested no more than 3 months in advance and no less than 3 weekdays in advance of the event. Reservations may only be made

by submitting the Community Room Reservation form and the Community Room Rules for Use form to the Library Administrative Assistant in-person or by email. The applicant will receive a confirmation when the request is approved. Reservations are not officially reserved until confirmed. Reservations are considered in the order they are received. The individual signing the forms must be at least 18 years of age and is responsible for the security, safety and behavior of the group. Activities for minors, ages 17 and under, must be supervised by responsible adults.

The applicant shall be in attendance when the Community Room is in use and will be held responsible for the orderly conduct of the group and for any loss of, or damage to, library property. Permission for use of the meeting room is not transferable by any individual or group.

Cancellations must be made as far in advance as possible or at least 3 days ahead of the meeting date. Groups who fail to cancel or reschedule Community Room reservations without sufficient notice may be prevented from future reservations for the period of one month. Repeated failure to cancel or reschedule Community Room reservations may result in the group being blocked from further use. Should the group cancel the meeting, it is their responsibility to notify their members or attendees of that decision.

In the case of an unscheduled library closing due to weather, building repairs, or an emergency, a group may reschedule another meeting time. The Administrative Assistant will notify the contact person for the affected group as soon as possible. The East Bridgewater Public Library reserves the right to cancel, reschedule or change the location of reservations that conflict with building repairs or library-sponsored programs or events. In such cases, effort will be made to give advance notice.

Facilities, Equipment & Safety

Groups may use the tables, chairs and projection screen in the Community Room, provided they do the set up and take down themselves. Furniture may not be moved in or out of the Community Room. Tables and chairs must be returned to their original location at the end of the meeting and the projection screen rolled up. Groups may request use of the Library's projector when they reserve the room. The projector must be set up and taken down by members of the group.

Out of concern for public safety, candles, incense, and any kind of open flames are prohibited. Smoking, vaping, and the consumption of alcoholic beverages is strictly prohibited in the Community Room and on library grounds. Failure to follow this guideline may result in the loss of the use of the Community Room.

The applicant or group reserving the Community Room shall be responsible for picking up trash and excess materials and equipment of the users. If glue, paint or similar materials are used, the group using the room must cover the tables and if necessary put a tarp on the carpet to protect it. Glitter may not be used in the Community Room or on library grounds. Failure to follow this guideline may result in the loss of the use of the Community Room.

To prevent damage, groups are prohibited from using tape or any kind of adhesive on walls or furniture. Failure to follow this guideline may result in the loss of the use of the Community Room.

Groups are responsible for the cost of replacement or repair of lost, stolen or damaged furniture or equipment, and any damages to the building itself such as carpet squares, walls, staircases, doors, etc.

Refreshments may be served but must be contained within the meeting space. The Community Room must be returned to the state it was found in before use of the space. All food waste, trash, spills, etc. must be cleaned up by the group. Failure to follow this guideline may result in the loss of the use of the Community Room.

Per the Unattended Child Policy, no children under the age of 8 may be left unsupervised in any part of the library building or grounds before, during or after meetings.

Groups are responsible for turning off the lights in the Community Room at the end of their event. If using the air conditioner, it must be turned off. Please do not change the thermostat.

The rear door of the Community Room leading to the parking lot must be closed securely. Please double check the door upon leaving to be sure that it is locked.

Groups using the Community Room agree to indemnify and hold harmless the Town of East Bridgewater, the Board of Library Trustees, the East Bridgewater Public Library, and their employees, officers, agents and representatives, from any kind of suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or its equipment.

Any exceptions to these guidelines must be approved by the Director of Library Services

before a reservation is made. Failure to follow these guidelines may result in the loss of the use of the Community Room.

Approved by the Library Board of Trustees - September 2025