



WORCESTER
PUBLIC LIBRARY

MEETING ROOM GUIDELINES

The Worcester Public Library has meeting rooms at the Main Library and the Frances Perkins Branch at Greendale that are available to the public on application when these rooms are not needed for library purposes. These rooms are for non-commercial purposes and are open to organizations or individuals engaged in educational, cultural, intellectual, civic or charitable activities. Programs with the purpose of informing attendees of other programs or services for which fees are charged are not eligible.

Reservations and Applications

Reservations must be made at least one week in advance and only one reservation may be made at a time. A subsequent reservation can be made on the day of the applicant's scheduled meeting. Reservations for meetings in series are exceptional and require approval of the Head Librarian and the Board of Library Directors.

Applications are available from the Head Librarian's Office on the fourth floor of the Main Library, at the Information Desk on the first floor, at the branch library and on the library website at

www.worcpubliclib.org/about/meetingrooms.htm.

Open Access

All meetings must be open to the public.

No admission fees may be charged. The Board of Directors may waive this regulation for library-sponsored events held at times other than normally scheduled hours of opening. The Board of Directors may permit The Friends of Worcester Public Library or the Worcester Public Library Foundation to charge admission for programs held to benefit the Library. If there is a charge to enter a program during hours that the library is open, this activity may not restrict access to regular library services.

Permission to a group to meet at the library does not in any way constitute or imply an endorsement of its policies, beliefs or program by the City of Worcester, any library official, or the Board of Library Directors.

Regulations and Requirements

The applicant is expected to adhere to the stated purpose of the meeting and to conduct it accordingly. All notices, petitions and publications, for distribution within the library, must have prior approval of the Head Librarian. Press releases and meeting notices must comply with description as listed on the application and must state sponsoring agency.

Coffee/refreshments may be provided and served by the applicant organization except.

The applicant is responsible for obtaining any necessary permits for the activities it is planning for the room and must provide documentation at least one week prior to the event. The applicant must comply with any and all applicable laws and is responsible for any injuries or damages that may occur as a result of its use of the room. The Library reserves the right to require the applicant to obtain insurance coverage.

Public Inquiries

The application form includes permission to release the group contact person's name and phone number in the event of public inquiries.

Penalties and Appeals

Failure to comply with the meeting room regulations or these guidelines may result in denial of future use of a library meeting room, financial liability for damages, and/or immediate removal from the room. Any question of interpretation of eligibility for meeting room use will be referred to the Head Librarian. Final determination rests with the Board of Library Directors. Appeals for exceptions to these policies must be made in writing to the Library Board.

Equipment Use

The library offers equipment for video, music, and computer presentations.

Applicant must request AV equipment at the time of booking and sign a release form in order to use AV equipment. Library equipment--microphones/VCR's, etc.--must be returned to custodial staff before departure. Applicant is responsible for the cost of replacing or repairing any equipment that is damaged or not returned.

Room Availability and Fees

Meeting rooms are available at no charge during normal library hours. Donations will be gratefully accepted.

Please include time for set up and clean up when reserving a room.

When meetings at the Main Library are scheduled to run after the time the library closes, the organization using the room is responsible for paying overtime costs of the custodian who must remain to close the building.

Tuesday through Wednesday	9:00 p.m. to 10 p.m.	\$20.00
After	10 p.m.	+\$50.00
Thursday through Saturday*	5:30 p.m. to 6:00 p.m.	\$20.00
6:00	p.m. to 6:30 p.m.	+\$20.00
6:30	p.m. to 7:00 p.m.	+\$20.00
After	7:00 p.m.	+\$50.00
Sunday**	No	use of meeting rooms after 5:30 p.m.

*Summer Saturdays – no use of meeting rooms after closing

**Sundays – meeting rooms available only when the library is open.

Organizations must notify the library at the time of booking that the program will extend additional hours. Payment must be received within one week of meeting. The Library reserves the right to reject requests for additional hours if it is unable to staff the premises.

Room Descriptions

The Saxe Room

Named in honor of James Alfred and Mary Wick Saxe and partially equipped from a fund bequeathed to the library in 1948 by Mr. Saxe.

Location: First Floor

Meeting Room Capacity: 130

Setup: Auditorium Style only

Equipment: Video showings are available. A ceiling mounted projector and screen are available for presentations (applicant must provide own laptop). Assistive Listening Available.

The Banx Room/Telegram & Gazette

Named in honor of James Albert Banx, cartoonist for the Worcester Telegram and Gazette 1923-67.

Location: First Floor

Meeting Room Capacity: seating up to 40

Setup: Flexible room arrangement: Tables and chairs may be combined in various ways. Requests for arrangement must be made at least seven days in advance.

Equipment: Video showings are available. A ceiling mounted projector and screen are available for presentations (applicant must provide own laptop).

Frances Perkins Branch Library Meeting Room

Location: Lower (Basement) Level

Meeting Room Capacity: Seating 40

Setup: Table and chairs are available. Applicant must return room to original setup.

Parking

Metered parking is available at the Main Library in the McGrath parking lot in front of the library's main entrance. The meters are fifty cents per hour.