

Whipple Free Library Meeting Rooms and Usage Policy

The Whipple Free Library Board of Trustees and staff are pleased to be able to provide meeting space for members of our community.

Meeting Room Profiles:

The Russell Community Room

The Russell Community room has a maximum capacity of 150 per the New Boston Fire Marshall. There are 100 chairs available.

The Russell Community Room has tables, chairs, podium, stage, piano and lectern available.

AV equipment is available.

Assisted listening devices are available.

The Conference Room

The Conference Room has a maximum capacity of 15.

This room is carpeted and has 4 modular tables and 10 chairs. Additional chairs can be requested.

AV equipment is available.

Kitchen/Break Room

The break room is available for storage, preparation and serving of refreshments. All supplies (food, drink, condiments, utensils, cups, plates, etc.,) are the responsibility of the booked group. Groups may use the refrigerator when space is available and microwave.

Purpose of Policy

The purpose of this policy is to outline the process for requesting use of the meeting spaces within the library, the approval process and the types of activities that are sanctioned for use. Guidelines for the usage of the rooms prior to, during and at conclusion are also be included.

Policy

The library meeting rooms are for programs of an educational, charitable, cultural, recreational or civic nature and for other functions allowed at the discretion of the Board of Trustees. There is no fee charged for use of the rooms. All meetings and events must be free of charge and open to the public.

Meeting rooms are not available to organizations or commercial enterprises or for the sale of goods or services for monetary gain. The rooms are not to be used for private parties.

Adopted by Whipple Free Library Board of Trustees 12/20/2022. Updated 2/21/23. Revised 3/18/26.

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Exceptions may be considered and granted by the Board of Trustees for the Friends of the library events, author readings or book signings, or other events are at the library's discretion.

All requests for usage are on a first come, first served basis. A series of meetings where the library is designated as a regular meeting place for an organization may be accepted with the understanding that the organization's use of the room may occasionally be superseded by library meetings or other library needs.

Groups may book a maximum of three months in advance.

The scheduling of a meeting or program of a group or organization does not in any way constitute an endorsement by the library of the group or organization; its activities; or of the ideas and opinions expressed during the meetings or programs. A group may not imply that the library is sponsoring their event unless given explicit permission.

Any individual, group, or organization using the rooms will be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its program.

Guidelines

All requests to use the meeting rooms must be made by a New Boston resident over the age of 18 who takes responsibility for the group's compliance with this policy and for protection of library property in connection with the meeting.

Reservations can be made via the library's website (www.whipplefreelibrary.org), by using the Assabet reservation software.

These reservations will be approved electronically by the Library Director, staff designee, or at the discretion of the Library Board of Trustees. Upon approval, an email confirmation will be sent to the person who booked the room automatically by the system. Most requests are reviewed between 3-5 business days.

Upon approval, if the group requires training on using the A/V equipment, they may make an appointment with the Technical Services Librarian. You can do that through our Assabet reservation software, or this can be done through a link on our website's Technical Services page.

Groups using a meeting room while the library is closed to the public must make arrangements with library staff in advance for permission and procedures for opening and/or closing/locking the library as well as setting the security system. The party responsible will be required to pick

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up and sign for a key during normal business hours. The key can be placed into the outside book drop in the proper container at the end of the meeting. Keys must be returned within 24 hours of a meeting's end. Failure to adequately secure the library may result in the group's loss of use of the library facilities and they will be held responsible for any damage that resulted from said failure to adequately secure the building.

Groups assume responsibility for the cleaning of any tables, chairs, rugs, flooring, and podiums that are used. Chairs and tables must be stored in the manner they are found. A checklist will be provided. [You can also find the checklist here.](#)

Groups may use the library's restroom and kitchen facilities during a meeting. They are responsible for removing items stored and leaving the facilities clean.

Groups will be responsible for any damage caused to the meeting room, library property or equipment during their meeting room usage. The responsible party representing the organization will be liable for any damages.

Cancellations of use by any group can be made online through the library website. Failure to notify the library of a cancellation may result in denial of future requests.

The library reserves the right to cancel any meeting or event in the case of emergency i.e., weather conditions, power outages etc. or for any other reason deemed appropriate by the library. The library will notify the responsible party of said cancellation.

We encourage all meetings to conclude by 9pm or at the discretion of the Library Director.

The terms of the [Library's Users Conduct Policy](#) are to be observed when using meeting rooms.