POLICY FOR THE USE OF MEETING ROOMS AT THE FRAMINGHAM PUBLIC LIBRARY

The meeting rooms at the Framingham Public Library are available to groups and organizations for meetings or programs of an educational, informational or cultural nature, for the benefit of the Framingham community. All events and programs must be open to the public, and no group may require an admission charge, attendance charge, or a donation.

The Framingham Public Library strives to make its meeting room facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use," in accordance with the American Library Association's Library Bill of Rights(www.ala.org).

The fact that a group or organization is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the Framingham Public Library, its staff, the Board of Library Trustees or the City of Framingham. Groups using Library meeting rooms must not use advertising or publicity which implies that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.

1. Use of the meeting rooms for library purposes and by library affiliates will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel or reschedule a reservation, if necessary to accommodate library-sponsored or other activities. If the library cancels a reservation, every effort will be made to provide as much advance notice as possible. If you need to cancel a room reservation, please give as much notice as possible, as others may wish to use the room. Meetings must conclude at least 10 minutes before library closing.

2. In cases where a large number of attendees are expected or the circumstances otherwise warrant it, the sponsoring organization may be required to reserve and pay the cost of a police detail or provide liability insurance as reasonably determined by the Library Director. Such determination shall be made by the Library Director or designee, possibly in consultation with the Framingham Police Department.

The group reserving the meeting room is wholly responsible for securing police coverage as a condition of their reservation, and paying for said coverage in advance of the meeting date, or as required by the police. Police coverage must be confirmed to the Library Director by the agreed upon date. The continued reservation may be dependent upon confirmation of a police detail.

3. Please follow the instructions of the library staff regarding the safe and orderly operation of the library. When entering and exiting meeting rooms, please be aware that excessive noise may disturb other library users. Disorderly attendees may be asked to leave the premises. Please limit your activities to the reserved room.

4. Ordinarily, no exchange of money for goods or services may be made on the premises. However, requests for exceptions may be submitted to the Director, and are subject to all applicable local, state, and federal laws. Use of meeting rooms for political activity as defined by State Ethics and Campaign Finance laws, including but not limited to campaign fundraising or signature campaigns is prohibited. Meeting rooms may be used for political debates in the interests of civic discourse or voter education at the Library Director's sole discretion. Please

see the library's canvassing policy for permissible time and places to canvas in and around the library.

5. Meeting related materials may be distributed and posted inside the meeting room as long as

- Posted materials are not visible from outside the meeting room (inside or outside ~~of~~ the library)
- Materials are in compliance with all local, state and federal laws, and with library policies and Code of Behavior (posted in the library).
- Materials are removed at the end of the meeting.

6. Requests to post materials outside the meeting room (e.g. in the lobby or other library spaces) must be submitted for the Library Director's review and approval. Materials to be considered must be dropped off at the Library Circulation Desk or sent to Fpladmin@minlib.net at least 30 days prior to the meeting.

In the event the Library Director does not approve the materials, the Library Board of Trustees may hear an appeal upon request. When considering an appeal of the Library Director's decision, the members of the Board will read or otherwise examine the materials in question. The Board's decision on the matter is final.

If meetings are scheduled fewer than 30 days prior to the meeting date, materials may not be displayed outside the meeting room.

No materials may be posted outside the Library.

The Library reserves the right to remove any signs or materials.

7. The library should not be used as the mailing address for any group or organization.

8. Smoking and alcoholic beverages are not allowed in the library.

9. Refreshments may be served. Groups are welcome to use the refrigerator and microwave in the Community Room of the McAuliffe Branch. Please be considerate and leave the room neat for the next users. When determining the length of your reservation, please include ample time for both set up and clean up before and after your event. While the library can provide tables and chairs, staff are not available to set up your event in advance or clean up afterwards.

10. The library is not responsible for loss of or damage to the property of an individual or organization while attending a function at the library, nor is it responsible for any bodily harm that comes to any attendee, while participating in a program. All organizations and groups shall indemnify, defend and hold harmless the Framingham Public Library and the City of Framingham, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.

11. Groups using meeting rooms are responsible for any damage to library property.

12. If the group plans to use the library's audiovisual equipment, a training from the library's I.T. Department is required. Please contact the library well in advance of the event to schedule a

training. You may only use equipment you have received training on from Library staff. Some equipment is considered specialized (such as the broadcast equipment and cameras) and may not be available for patron use. The list of audiovisual equipment you may use can be obtained upon request.

13. The piano in the Costin Room is not available for public use, unless permission has been arranged in advance.

14. Rooms can only be reserved by those aged 18 and over. If reserving for a group of minors, the designated adult(s) must be present in the room during the entire event. Adults who will be in charge at the event should be listed on the reservation form. An appropriate number of adult supervisors must be present for larger groups or younger children. Exceptions may be granted to individuals under 18 who are appointed to serve on a City of Framingham board or commission.

15. Any use of library meeting rooms, including materials used or posted inside and outside of meeting rooms must comply with all local, state and federal laws, and with library policies and Code of Behavior (posted in the library).

16: Showing of films/DVDs or videotaped productions must comply with all copyright laws. Proof must be provided to the Library, one week in advance of the program, that licensing specific to the Library building has been secured. All costs, if applicable, associated with licensing will be paid by the group using the space.

17. The Board of Library Trustees and the Library Director have final authority concerning the use of the meetings rooms and equipment, and reserve the right to make exceptions to these policies as they deem in the best interest of the library and to refuse use of the facilities for meetings and programs that might not be in the best interests of the library. In the event the Library Director does not approve the reservation as requested, the Library Board of Trustees may hear an appeal upon request. When considering an appeal of the Library Director's decision, the members of the Board will review the reservation in question. The Board's decision on the matter is final.

Last revised 6/8/2026, FPL Board of Trustees