

Swampscott Public Library

Meeting Room and Pod Policy

The meeting rooms are available for groups providing non-profit programs for the educational, social and cultural benefit of the community. Meetings must be open to the public without admission charge. Meetings on controversial topics must allow other views on the subject to be addressed. Use of the rooms by groups other than those described above will require special permission by the Board of Library Trustees and/or the Library Director. The Main Meeting Room accommodates up to 75 chairs. The library can provide a podium, various technology (screens, computers, hotspots), tables, and chairs. The Maker Room can accommodate up to 6 people. All reservations for the larger meeting spaces need to be submitted at least two weeks in advance.

The donation for usage of these rooms is as follows:

\$25.00 for Maker Room for up to 2 hours. \$15/per hour after that.

\$50.00 Main Meeting Room for up to 2 hours. \$25/per hour after that.

We also offer three soundproof pods that can be reserved for up to four hours at a time. Up to four people can use the larger pod at any one time, and there are two, individual pods. No back-to-back reservations allowed.

The donation for usage of these pods are as follows:

\$5/hr. for tutors and outside organizations and groups

First hour free for patrons, each additional hour is \$5/hr.

Checks may be made out to the Friends of the Swampscott Public Library.

Meeting Room Policies

- As stated above, any event or program that deals with controversial topics must allow/invite other view on the subject to be addressed during the event.
- Library-sponsored or co-sponsored events programs and events have priority for meeting room use.
- Programs and exhibits may not disrupt the use of the library by others, and all groups are expected to follow all library policies and ensure that attendees maintain a respectful and safe environment. Disruptive behavior may result in removal from the event and future restrictions on attendance.
- Rooms may not be used for commercial, fundraising, or purely private events (e.g., birthday parties).
- The following groups may use the rooms at no charge:
 - Groups associated with the library, such as the Friends of the Library, the Board of Trustees, etc.
 - Town Departments and Committees
 - Groups, which are co-sponsoring a program with the library

- Non-profits and groups who provide educational, social and/or cultural benefits to the community
- All programs and meetings must be open to the public.
- No admission may be charged for any program in the meeting rooms, with the exception of Town Department run programs and activities, and any library fundraising events.
- Smoking and alcohol are prohibited in the meeting rooms.
- Light refreshments are permitted, provided that the area is completely cleaned by the group after the meeting- no food may be left behind. Food is not allowed in the soundproof pods, but covered drinks are permissible.
- The meeting rooms must be returned to their original condition after the meeting as they were, prior to the meeting. Failure to return the rooms to their correct condition could result in a custodial charge being assessed to the renting group and/or loss of the privilege to use the room.
- No extended or repeat bookings of the meeting rooms are allowed without special permission of the Board of Library Trustees.
- Meetings must adhere to the reserved times and should begin and end based on those agreed upon arrangements. Please account for any set-up and tear-down time needed. Failure to start and/or end meetings on time could result in a loss of meeting room privileges.
- Meetings must end 15 minutes before the library closes.

Cancellation and Fees

- Cancellations should be communicated 48 hours in advance.
- Repeated no-shows or late cancellations may result in loss of room reservation privileges.
- Fees may be applied for damages or special setups requested by the group.

Publicity:

- External groups may not use the library's logo or imply library sponsorship in their marketing materials.
- External groups will not receive any library promotion on the library's website, social media feeds, or inside the building.

For any questions or concerns regarding the Library's Meeting Room Policy, please reach out to Jonathan Nichols, Library Director at jnichols@noblenet.org.