

Meeting Room Use Policy

The Stoneham Public Library has two meeting rooms, the Stoneham Room and the Marcy Room. Permission for use of either room requires the approval of the Circulation Manager. It is important to note that permission to use a specific room **does not include** use of any other room in the library. Application for use of a room must be made **no less than two weeks in advance of the desired date**. Groups using the meeting rooms are responsible for adhering to the commitment date and for notifying the library if the scheduled meeting has been cancelled.

Rules for Meeting Room Use

- Use of meeting rooms is limited to the library's regular open hours.
- There must be no admission fees for any scheduled programs and all meetings must be open to the public.
- The meeting rooms cannot be used for profit-making activities/ soliciting business.
- Commercial organizations that wish to use a meeting room may do so by making a \$250 contribution to the library's book fund.
- To assure fair and equitable use, reservation of a room **for a series of programs** must be approved by the Director or the Assistant Director.
- If you wish to offer food during your use of the room, this request must be approved by the Director or the Assistant Director.
- By reserving a room, any group using the meeting rooms accepts full responsibility for
 - Treating the space and its furnishings with respect.
 - Leaving the rooms in the same condition as that in which they were found.
 - Cleanup of the room.
 - Any damages incurred to this public property.
- Groups may be restricted from using the library meeting rooms if they:
 - Are reported to be disorderly, too large, or disruptive.
 - Fail to notify the library if a meeting has been cancelled.

431 Main Street
Stoneham, MA 02180

Stoneham Public Library

(781) 438-1324

The Stoneham Public Library reserves the right to waive/modify the policies for library related groups (i.e., Library Trustees, Friends of the Library).

Stoneham Public Library does not endorse or promote the viewpoints of the groups using the meeting rooms.

To schedule the use of a meeting room, submit a request through our website. If you have additional questions, contact Debbie Cunningham at (781) 438-1324.