

Montague Public Libraries
Event Space/Meeting Room Policies and Guidelines

The Montague Public Libraries encourage neighborhood and community groups to take advantage of the Carnegie Library's outdoor tent, which is available to the public by application when not needed for library purposes. This space may be used for non-commercial purposes and is 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. Applicants must be 18 years old or older.

Reservations and Applications (during normal library hours)

Reservations must be made at least one week in advance and no more than one month in advance. Only one reservation may be made at a time, though reservations for a series of meetings or programs may be an exception. All meeting and programs require approval by the Library Director.

Space reservations may be requested by filling out the forms on following page: <https://montaguepubliclibraries.org/services/book-a-meeting-room>

Open Access

All meetings and/or programs held in library event spaces must be open to the public. No fees may be charged in any form at any time. The Library Director may permit the Friends of Montague Public Libraries to charge admission for programs held to benefit the libraries. If there is a charge to enter a program during hours the library is open, this activity may not restrict access to regular library services.

Permission for 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 Town of Montague, any library official, or the Trustees of the Montague Public Libraries.

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 Library Director. Press releases and program notices must state

the name of the sponsoring organization. The library may not be identified as a co-sponsor of a program without prior approval.

The applicant must comply with any and all applicable laws and is responsible for any injuries or damages that may occur as result of their use of the library space.

Light refreshments may be provided and served by the applicant organization. Alcohol is strictly prohibited. Groups may not conduct financial transactions on library property. The library has the right to preempt any event for library use. In such rare instances, the library will make every reasonable effort to assist the group in reserving another date, library facility or meeting room.

Study rooms may be used at no charge on a walk-in basis or by appointment depending on availability. See <https://montaguepubliclibraries.org/services/book-a-meeting-room>

Room Availability

Library spaces are available at no charge during regular library hours. The reserved time includes setup and cleanup by the applicant organization (i.e., clearing tables and disposing of trash in receptacles). The library spaces must be vacated and left clean 15 minutes prior to library closing time.

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 and/or financial liability for damages. Any question of interpretation of eligibility for meeting room use will be referred to the Library Director. Appeals for exceptions to these policies must be made in writing to the Library Trustees.