

THIRD FLOOR MEETING ROOM USE POLICY and APPLICATION

Background: The Board of Trustees and the staff of MML are very appreciative of the support offered by the Yarmouth community to the library during the 2014 Capital Campaign. We are eager for the community to enjoy the spacious and beautiful third floor, as well as all the dramatic improvements on display throughout the historic building.

Intent: Our goal is to encourage and welcome the community, in all its diversity, to use the building for activities related to non-profit, literary, cultural, educational and community events by individuals and groups. We understand and celebrate the diverse functions now sponsored by libraries, and wish to be challenged by the community to respond to its needs and wishes. In general, MML is guided by the “Use of Meeting Room Space” of the town of Yarmouth.

Procedures: Requests for use of either third floor room must be made by application. These are available both online and at the library. Completed applications should be submitted to library staff who will verify room availability and whether the event fits with MML guidelines. All applications must be approved by the Library Director. MML sponsored programs will take precedence over programs sponsored by outside organizations.

Please note, applications for recurring reservations can be submitted only 60 days ahead of time.

Hours: Monday thru Saturday 8.00am – 10.00pm.

Room Charge:

Non-profits	No charge
For-profit businesses	\$50 ½ day; \$100 for full day
Yarmouth businesses 20% discounted rate	\$40 ½ day; \$80 for full day

(1/2 day = up to 3 hours; full day is 3-6 hrs)

Room Specifications:

Lewis Hall

Capacity – 20-80 people

Format – lecture hall with chairs

AV equipment - drop down video screen, microphones, computer connectivity for presentations, etc. The requesting organization must receive instruction during library hours on usage prior to event. Materials and equipment may not be stored at MML in advance or following any event.

Trustees' Meeting Room

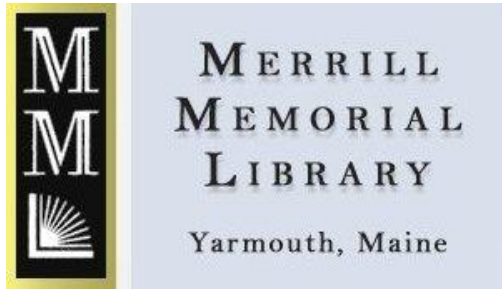
Capacity – 12-15 people

Format – large table and chairs

AV equipment - drop down screen & portable projector

Notes:

- Advertising for an event must show the organization's contact phone number, not the MML phone number.
- For larger groups, attendees are encouraged to park on Main Street, at Town Hall or at the Log Cabin.
- The sponsoring organization must have a representative at the front door if the event is held during non-library open hours. The doors may not be unlocked and unattended.
- Children's programs require parental/adult supervision. Children may not be unattended in the library while adults attend an event.
- The kitchenette can be used for the serving of non-alcoholic beverages and light snacks, but must be left as it was found. It should be noted that there is a town rule that prohibits the serving of alcohol in all municipal buildings.
- At the conclusion of an event, sponsoring organizations are responsible for returning the room(s) to the state in which they were found. Chairs should be put back, trash removed etc. A fee will be assessed for clean up and any damages.



MEETING ROOM USE APPLICATION

Organization Name:

This organization is a: non-profit OR for-profit

Responsible party name and phone/email:

Event date & time:

Room request: Lewis Hall (20-80) OR Trustees Office (12-15)

Type of function and number of attendees:

A-V Equipment needed:

Film screen
Microphone -
Laptop
Projector

Kitchenette Needed?