

## **Amherst Town Library Meeting Room Policy**

The Johnson Meeting Room and Archives Room of the library are available to educational, cultural and civic groups based in Amherst or serving Amherst residents. Organizations agreeing to the terms outlined below are welcome to meet in one of these rooms when they are not being used for library programs or meetings.

### *Fees*

1. No fees will be charged for use of the meeting rooms during normal library business hours.

### *Rules*

1. All meetings must be open to the public and free.
2. No commercial use is permitted.
3. Those who use the rooms are responsible for leaving the room in the condition in which it was found. Restoration or repair of any damages is expected. Failure to comply will result in loss of meeting room privileges.
4. All library policies apply to activity in the meeting rooms. Those attending meetings are encouraged to familiarize themselves with the library's "Unattended Children Policy" and "Patron Behavior Policy".
5. An Amherst member of the organization must sponsor non-local organizations.
6. Maximum occupancy in the Johnson Meeting Room is 50 persons; maximum occupancy in the Archives Room is 10 persons.
7. Youth groups must have in attendance one adult for every 15 young people.
8. Access to the library materials housed in the Archives Room is provided to all library patrons even when groups are using the room.
9. Please consult with the Library Director or designee if decorations are to be used.

### *Application/ Reservations*

1. Applications will be accepted in order of receipt. Library programs will have priority. The library reserves the right to cancel meeting room reservations if they will interfere with library operations or programs.
2. An adult must make applications to the Library Director or designee.
3. Meeting Room reservations may be made up to a year in advance.
4. Because of the high demand for meeting space, groups will be limited to 1 reservation per month or 12 reservations per year. Exceptions will be made based on availability.