



# Southborough Library

25 Main Street

Southborough, Mass. 01772

## Meeting Room Policy

The Southborough Library has two meeting rooms with a capacity of 50 persons in each and a limited kitchenette. Priority for their use is given to Library programs and Library sponsored classes. The rooms are available to the public during normal library hours under the following conditions:

Use is restricted to non-profit organizations directly serving the civic, educational, or cultural interest of the community.

No admission fee is to be charged by the user organization.

Light refreshments may be served, no alcoholic beverages or smoking.

The rooms are to be left as found; lost or damaged equipment is to be accounted for at cost.

A responsible adult must be in charge of groups under the age of 18.

If applicable, a fee may be charged by the Board of Trustees to cover utilities and custodial costs.

The meeting rooms may not be used for the following:

Organizations engaged in business

Denominational religious issues

Questions of interpretation will be referred to the Library Director.

The Board of Trustees will have final authority concerning the use of the meeting rooms.

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Today's date \_\_\_\_\_

Name of organization or group \_\_\_\_\_

Meeting purpose \_\_\_\_\_

Requested reservation date and time \_\_\_\_\_

I have read the Meeting Room Policy and will be personally responsible for my group's compliance with the policy.

Signature \_\_\_\_\_

Address and telephone \_\_\_\_\_