

MEETING ROOM / OUTDOOR SPACE USE POLICY

The Trustees of the Raynham Public Library welcome community use of the library's meeting room and outdoor space. While these spaces are primarily used to support library programs and functions that further the goals of the library, when not being used by the library, the spaces are available to Raynham community groups. Applications for the use should be made to the Library Director as far in advance as possible. Rules and procedures for use are established by the Board of Library Trustees and are reviewed annually.

- Eligible use of the meeting room is restricted to non-profit organizations not associated with any political movement, activity or affiliation, or to elected officials acting in their official capacity.
- No admission charges, solicitation or money-raising activities, except those to benefit the library, are allowed.
- Requests for use of the meeting room or outdoor space are made to the Library Director. The person signing the request form must be 18 or older and is responsible for the security, safety and behavior of the group.
- The Behavior Policy of the Raynham Public library is in effect during all meetings.
- Meetings may not extend beyond the closing time of the library. All activities must be confined to the enclosed space and/or gated outdoor space.
- Facilities must be left in the condition found including kitchen area (if utilized).
- Use of the space does not imply endorsement, support, or co-sponsorship by the Raynham Public Library or the Town of Raynham of the activities that take place in the meeting room or of the beliefs of the group using the meeting room.
- Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.
- All uses must be open to the public except for legal governmental meetings that require an executive session.
- The meeting room may not be used for religious services or political rallies, caucuses, or campaigns for specific partisan political issues or candidates. It may be used by elected officials acting in their official capacity.
- The library accepts no responsibility for the personal safety of any person, either inside or outside a library building. The library is not responsible for damage, loss or theft or personal property.
- Children must be accompanied by an adult while using the outdoor space.
- No food is allowed in the outdoor space.

Groups failing to comply with any part of this policy or the established procedures will be denied future use of library spaces. Further, the Director, through the Board of Trustees has the ability to refuse any application that does not meet the guidelines outlined in this document. Signing of the reservation agreement constitutes understanding and support of this policy.

Approved by the Library Board of Trustees: March 2003

Revised by the Library Board of Trustees: November 2008, July 2013, May 2021