

# Meeting Room Protocol

## Statement of Purpose

The Thomas Memorial Library seeks to enhance the greater Cape Elizabeth community by providing several spaces for community members, along with community and nonprofit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. These spaces are the Community Room, the Conference Room, the Art Gallery, the Media Lab, and two Study Rooms.

## Scheduling and Reservations

All Library meeting room space is scheduled and reserved through the Cape Elizabeth School Department - Facilities and Transportation Department. Rooms can be reserved via phone (207) 799-9574 or online at [www.cape.k12.me.us](http://www.cape.k12.me.us) - click on Facilities and Transportation.

- Community Room & Conference Room
  - Availability: In addition to TML programming and activities, these spaces may be reserved by:
    - Town of Cape Elizabeth / Cape Elizabeth School District functions, departments, committees, or affiliated groups
    - Cape Elizabeth Nonprofit Organizations
    - Cape Elizabeth Community Groups
  - Due to the extensive use of the Community and Conference Rooms for Library sponsored events, reservations for these spaces will not be accepted more than three months in advance unless approved by the Library Director.
  - No more than three (3) reservations may be scheduled at any one time unless approved by the Library Director.
  - The Community Room can be divided into Community Room A and Community Room B via a movable wall partition.
  - After-hour use is available to TML programming and activities, and usage by the Town of Cape Elizabeth or Cape Elizabeth School District.
- Study Rooms
  - Availability: In addition to TML programming and activities, these spaces may be reserved by:
    - Town of Cape Elizabeth / Cape Elizabeth School District functions, departments, committees, or affiliated groups
    - Cape Elizabeth Nonprofit Organizations
    - Cape Elizabeth Community Groups
    - Individuals or other groups (regardless of residence)
      - Business may utilize the Study Rooms, however no selling, soliciting, or order taking may occur.

- Study Rooms can be reserved for three (3) hour blocks. If additional time is required, it will be allowed based on availability on the day of the reservation at the discretion of the Library Staff. Reservations will be held for 10 minutes after the designated time.
- Study Room reservations will not be accepted more than one month in advance unless approved by the Library Director.
- No more than two (2) reservations may be scheduled at any one time unless approved by the Library Director.
- Unless previously reserved, Study Rooms are available on a first come first serve basis at the Library. Study Rooms can be signed out at the Circulation Desk for three (3) hour time blocks. If additional time is required, it will be allowed based on availability at the discretion of the Library Staff.
- Media Lab reservations will not be accepted less than one week in advance. Please see *Media Lab Policy* for more details on this space.
- Requests to exhibit in the Art Gallery are handled by a separate application (see Art Gallery Policy), however show receptions still need to be reserved through Facilities.

## **Guidelines**

Any usage of the Library's meeting room space must conform with the Cape Elizabeth Town & School Use of Facilities Guidelines and Policies, in addition to the Library specific guidelines listed below.

- Meetings must conform to the Library's scheduled operating hours, with the exception of TML, Town of Cape Elizabeth, and Cape Elizabeth School District functions.
- Attendance at all meetings must be free of charge. No admission charge, request for donation, or sale of items is permitted. Meeting rooms shall not be used for commercial or fundraising purposes. Exceptions may be made if the total proceeds of admission go to a charitable cause; all such exceptions to this rule shall require the prior clearance of the Cape Elizabeth Town Council. Additionally, fundraising activities to benefit the Library and/or the sale of books or other items by authors or artists as part of a Library program are permissible.
- Non-alcoholic beverages are allowed.
- Snack foods are allowed. Full meals are not allowed without prior approved of the Facilities Department.
- Groups are responsible for cleaning the room after each use. Please replace chairs, wipe off tables and replace those tables set up by your group.
- All kitchen areas and the refrigerator should be cleaned and food/beverages should be removed. Any kitchen utensils should be washed and returned to the cupboards.
- Permission to use any Library space does not constitute or imply Library endorsement of the aims, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.
- Individuals and groups using Library meeting rooms must not use advertising or publicity materials that indicate or imply that a program is sponsored, co-sponsored, endorsed, or approved by the Library. Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and may not include the Library's phone

number. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

- Any charges that the Library may incur for repairs, cleaning or trash removal, which are attributed to a group's use of the facility and not normal wear and tear, will be billed to the renter/user.
- A reservation/application may be rejected and previously granted permission may be withdrawn for violation of Library rules or conduct inconsistent with the policies of the Library.

## **Capacity**

### Community Room A & B:

Classroom Configuration (Tables & Chairs) - 65

Auditorium Style Configuration - 130

Standing - 130

### Community Room A:

Classroom Configuration (Tables & Chairs) - 39

Auditorium Style Configuration - 78

Standing - 78

### Community Room B:

Classroom Configuration (Tables & Chairs) - 26

Auditorium Style Configuration - 52

Standing - 52

### Conference Room

19

### Media Lab

4

### Study Rooms

6

## **Equipment**

- Community Room:
  - Overhead Projector (VGA, HDMI, and Apple AirPlay inputs)
  - Large Screen HDTV (HDMI and Apple AirPlay inputs)
  - Sound System with Microphone inputs
  - 12 Folding Tables
  - 100 Chairs
- Conference Room

- Two permanent conference tables
- 16 Chairs
- Large Screen HDTV (HDMI and Apple AirPlay inputs)
- Media Lab
  - Please see Media Lab policy for more details on this space.
- Study Rooms (Two Rooms)
  - Conference Table
  - 4 Chairs

Additionally, there is a public kitchen located adjacent to the Community and Conference Rooms that is available for use. It contains a sink, microwave, and refrigerator. A large coffee urn and hot water pot are also available for use.

~ Approved July 15, 2016