

AYER LIBRARY

READING ROOM POLICY

The Ayer Library connects the community to diverse educational, cultural, informational, and recreational opportunities that support lifelong learning. In keeping with this mission, the Library makes its Reading Room available to community and non-profit groups and organizations on an equitable basis, regardless of the beliefs or affiliations of the groups making the request, as a limited public forum for educational, cultural, and civic purposes. The Reading Room is available subject to the policies and procedures outlined below and offered in accordance with the American Library Association's Library Bill of Rights and its associated interpretations.

APPLICATION REQUIREMENTS

All applications for use of the Reading Room must be approved by the Library Director, and must meet the following conditions:

- All events must be free, open, and accessible to any member of the public.
- Reading Room occupancy cannot exceed 49 persons. (Members of the public may reserve our Study Room for smaller, private meetings up to 10 people.)
- Events must be held during regular hours, last no longer than 2 hours, and end at least 15 minutes before closing.
- Requests must be made at least 14 days before the event, but no more than 60 days in advance.
- Reservations may not be placed for regularly recurring meetings.
- A single group may not use the meeting room more than once per month.
- The Reading Room may not be reserved for:
 - Social gatherings such as parties, dances, baby showers, wedding showers, etc.
 - Political gatherings involving financial activity such as fundraising, dues collection, etc. (MGL CH. 55, Sec. 14)
 - Commercial purposes including fundraising, advertising, sales, training, recruitment, market research, interviews, etc.
 - Events that, in the sole judgment of the Library Director, would interfere with the functions of the Library or patrons using the Library, or endanger the facilities or collections.

PRIORITY

Priority for the use of the Reading Room will be given in the following order:

1. Library sponsored meetings and programs
2. Meetings of and programs sponsored by groups and organizations affiliated with the Library (Board of Trustees, Friends of the Ayer Library)
3. Town of Ayer departments, boards, commissions, and elected bodies
4. Neighborhood and community-based groups and organizations from Ayer
5. Other not-for-profit, non-commercial groups serving the needs of the community

SETUP & CARE

- Groups are responsible for their own set up and must return the room to its original condition.
- The Library is unable to provide storage for any group.
- Tables, chairs, a projector screen, projector, and laptop may be requested prior to the event.
- Any trash, belongings, food, beverages, etc brought by the group must be removed completely at the end of the meeting. Only light refreshments may be served.
- Approved materials may be displayed inside the Reading Room only, and nothing may be hung or affixed to any part of the room, including a wall, door, window treatment, or woodwork.

PROMOTION

- In no case will the Library assume responsibility for audience development.
- All publicity used for events in the Reading Room must be approved by the Library Director.
- Publicity may not imply the Ayer Library has sponsored, cosponsored, or endorsed the event. Publicity may not use the Ayer Library logo. Publicity must include the following disclaimer: "The Ayer Library offers its Reading Room to the community on an equitable basis, and does not endorse the aims, actions, or policies of any group who uses it."
- The name, address, phone number, and/or website of the Ayer Library may not be used as the official address of groups using the Reading Room.

RESPONSIBILITY

- Permission for use of the Reading Room will be granted to adults only.
- The applicant and the organization they represent agree to pay for any special accommodations or security presence required, as determined by the Library.
- The individual who signs the application form assumes responsibility for any accidents or damages to the Library building or Library equipment caused by any person in attendance, and bears responsibility for the cost of repairs.
- Groups using the Reading Room agree to indemnify and hold harmless the Town of Ayer, the Ayer Library, and their employees, officers, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings, or its equipment, or for the loss, theft, or damage of any property of any group, individual, or organization using Library facilities.
- All organizers and participants must observe the rules and regulations of the Ayer Library.
- Events that are approved but which prove disruptive to Library operations shall immediately cease the disruptive operations upon notification to do so by Library staff.
- Failure to abide by this policy may result in cancellation or denial of future use of the Room.

APPLICATION PROCESS

- Visit ayerlibrary.org/room-reservations to submit an application. The Library Director will confirm, deny, or request additional information when received.
- Exceptions to these policies may be made at the discretion of the Library Director in consultation with the Board of Trustees as they consider the best interests of the Library and the community.