



**Turner Free Library**

*Innovate. Discover. Connect.*

# Meeting Room, Meeting Pod, & Studio Use Policy

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## Program Room Use Policy

The Turner Free Library proudly offers the Shurtleff Room (seating capacity: 58) and Mary Wilkins Freeman Room (seating capacity: 22) for use by community groups and associations. Both rooms may be combined under special circumstances for a seating capacity of 80. The program rooms are primarily for the use of the library or library related organizations, and library sponsored programs. When not required for the use of the library or library related organizations it may be used for meetings of local groups and organizations, under the following guidelines.

1. Program rooms may be booked by non-profit groups holding public meetings at which all are invited to attend, at no cost. 501c3 certificate must be emailed to [library@randolph.ocln.org](mailto:library@randolph.ocln.org) at time of booking. No reservations will be finalized without this document.
2. Program rooms may be booked by non-profit groups for closed meetings at the cost of \$25.00 per hour. 501c3 certificate must be emailed to [library@randolph.ocln.org](mailto:library@randolph.ocln.org) at time of booking. No reservations will be finalized without this document.
3. Program rooms may be booked for public meetings by for profit or private organizations who do not have a 501c3 at \$50.00 per hour. Closed meetings cannot be accommodated.
4. All fees are to be made payable by check to "The Friends of the Turner Free Library" and submitted two weeks prior to the event to the library administration.
5. The library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. The use of the meeting room does not constitute an endorsement of an organization's policies or beliefs. All announcements, press releases, flyers, and other promotional work must

clearly state that the meeting or program is not sponsored by the Turner Free Library. The Trustees of the Turner Free Library reserve the right to refuse the use of the Shurtleff Room or cancel any reservation when they deem the action to be in the best interest of the library and/or town.

6. The online application form must be completed and submitted by an adult who shall be personally responsible for the conduct of the event, adherence to the Room Use Policy, and payment of fees and charges for any damages incurred to the Library during the function.
7. Program rooms must be booked 2 weeks prior to any event. The meeting room may be booked up to 3 months in advance of the meeting. This applies to single and repeat bookings. While the Library may allow meetings in series, it will not accept reservations which would designate the Library as the regular meeting place for any organization.
8. Refreshments may be served. Groups serving refreshments are responsible for cleaning up tables and removing all trash. Alcohol cannot be dispensed or consumed on library property.
9. No admittance fee may be charged or contributions solicited. Goods and materials may not be sold or advertised without the express permission of the Board of Library Trustees.
10. Meeting Rooms may not be used for programs which are already offered by paid library staff and interns, including but not limited to story times, book clubs, film programs, etc.
11. Library staff will refer all calls and inquiries regarding non-library programs to the person signing the application.
12. The number of attendees must be reported to the library for statistical purposes. A form will be provided.
13. The library will not be held responsible for the loss of, or damage to, personal property of attendees or organizers while on premises.
14. Verbal or written cancellation of a reservation is required 48 hours in advance. Failure to notify the library of a cancellation may result in the denial of any future requests by the organization and the forfeit of the meeting room fee.
15. Meeting space is only available during regular library hours. All events must be scheduled to end not later than 30 minutes before the closure of the library and no earlier than 30 minutes after the regular opening of the library. Meeting spaces are not available for reservation during the library's select Sunday openings.

## Turner Free Library Meeting Pod

The Meeting Pod is intended for use by the entire Randolph community for the purposes of small group work or other tasks which may not be easily accomplished in other areas of the Library. All other library policies apply to the Meeting Pod. To reserve the Meeting Pod in 2 hour increments please utilize the library room booking website: <https://turnerfreelibrary.librarymarket.com/reserve-room>. By booking/utilizing the Meeting Pod and its equipment you agree to the following terms:

- The Pod may be reserved by individuals and groups with a Turner Free Library card. Maximum occupancy for the Pod is 4 people.
- The Pod is only available during the library's operating hours and users may be asked to vacate the Pod at any time within 15 minutes of the Library's closing time for that day.
- Meeting Pod reservations may be made up to 1 month in advance. Individuals/groups may reserve the Pod up to 3 times a week; paid tutors are limited to one reservation per week. The Pod may be reserved for up to 2 hours per day.
- Walk-in users may use the Meeting Pod, however reservations made by Turner Free Library card holders will take precedence and walk-in users will be asked to vacate the Pod if an overlapping reservation is made.
- Reservations will not be held more than 15 minutes past the time reserved, and may be assigned to the next applicant after that time.
- Consuming hot food or meals with a strong odor in the Pod is not permitted. The ability to have a light snack in the library is meant as a courtesy to our patrons, please be considerate of the staff and other patrons while enjoying a snack. Beverages are allowed in the Pod.
- The Meeting Pod must be left clean, and in the same condition as found. Any individual/group that damages Library property will be liable for costs incurred in connection with such damage and may lose the privilege of using the Meeting Pod in the future.
- Library staff may cancel a Meeting Pod reservation due to building conditions, weather conditions, or other special situations.
- In permitting use of its Meeting Pod, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual.

Any violations of these terms or any library policy during the use of the Meeting Pod will result in user privileges being suspended.

This service is made possible through federal funds provided by the Institute of Museum and Library Services as administered by the Massachusetts Board of Library Commissioners.



## **Turner Free Studio Room Use Policy**

The Turner Free Studio is intended for use by the entire Randolph Community. All other library policies apply to the Turner Free Studio including the Patron Behavior Policy and Child Safe Policy. To reserve the Studio in 2 hour increments (2 hr max per day) please utilize the library room booking [website](#). By booking/utilizing the Turner Free Studio and its equipment (both hardware and software) you agree to the following terms:

- The Studio is reserved from 2pm-5pm on weekdays for Teen use only.
- No food or drink is permitted in the Studio.
- The Studio may be booked by anyone with a Turner Free Library card in good standing, hereafter known as the “Studio Guest”.
- Studio Guest is responsible for signing in and out at the main desk, and not leaving the area unattended.
- Studio Guest is responsible for managing their reservation time appropriately. Reservations can be made for up to two hours a day and the Studio Guest is responsible for arriving at their reservation start time and leaving at their reservation end time. Reservations cannot be extended and end times cannot be adjusted for late arrivals.
- The Studio is to be used for digital and music creation projects or videoconferencing and not as a meeting room or private study space.
- There is a 3 person maximum limit in the Studio per session.
- All equipment must be requested and checked out by the Studio Guest. The Studio Guest is responsible for replacing any equipment damaged during use of the Studio.
- Studio Guest is responsible for reporting any malfunctioning software and/or defective equipment to a librarian immediately; the Turner Free Library is not responsible for any loss of or damage to external equipment or projects.
- All Studio equipment and reference books shall remain in the Turner Free Studio at all times.
- The software and all settings on the computer may not be changed without express permission from a librarian.
- Any projects created in the Studio must be stored on your personal devices, cloud-based storage, or emailed to yourself.

- Studio Guest is responsible for ensuring no laws or [copyright](#) is violated due to their use of music, photographs, and other digital media in the Studio.
- The Studio also has its own reference collection of how-to books as well as [online instructional resources](#) and [suggested free digital resources](#). The Turner Free Library staff is not responsible for assisting Studio users in the creation of their projects beyond offering these resources.

Any violations of these terms or any library policy during the use of the Turner Free Studio will result in user privileges being suspended.

Adopted by the Board of Trustees of the Turner Free Library, May 12, 2010 and amended April 5, 2022. Supplants Library Meeting Room Policy of June 16, 1998 & Conditions for Use of Library Meeting Rooms of April 14, 1992.