

# USE OF THE RAYTHEON ROOM - POLICY STATEMENT

## INTRODUCTION

1. The Board of Library Trustees of the Wayland Free Public Library allows Wayland organizations and civic groups the use of the Raytheon Room, the library's program/meeting room, to the extent that there is no interference with library programs. Library scheduling takes precedence over any other group's use of the room.
2. The use of library property is subject to restriction and regulation by the Board of Library Trustees. The Trustees reserve the right to deny use of the program/meeting room when it views such use to be impractical or inappropriate to the library. Programs presented in the Raytheon Room do not necessarily reflect the views of the library administration or Trustees nor do they imply their endorsement.

## APPLICATIONS

1. The applicant may obtain an application form for the use of the meeting room (Raytheon Room) at the main circulation desk. Applications must be filed at least 14 days prior to the date of desired use.
2. The applicant will be advised of approval or refusal of their request and, if approved, the fees to be charged, if any.
3. One week's notice will be required in the event of a cancellation. A \$10 fee will be charged for cancellations that occur seven calendar days or less prior to a scheduled event.
4. The Trustees assume no liability for injury to any person present on library property as the result of approval of an application issued to any organization. The holder of the approval shall be responsible and liable for any damage to library property or equipment.
5. Preference for use of the meeting room will be given to Wayland groups or organizations which are open to or include Wayland residents as members.
6. All events held in the meeting room must be free of charge and open to the public.
7. Due to high demand for the room, requests for repeat usage will be granted at the discretion of the Library Director.
8. All events must occur during the library's open hours, and the room must be vacated 15 minutes before closing time.

## FEES

1. There is no charge for use of the meeting room (Raytheon Room) by Wayland school and town government organizations which includes parents' groups, board and committee meetings.
2. Nonprofit service organizations (e.g., Scouts, Police/Fire Auxiliary) may also use the room free of charge.

3. Nonprofit organizations such as POP Warner Football, Bays Soccer, political parties, social service agencies, and similar groups are encouraged to make a donation to the Friends of the Wayland Library when using the meeting room.
4. For-profit or commercial organizations, including investment firms, educational consultants, interior designers, and similar business interests, will be required to pay a fee based on the following schedule.
  - a. up to 4 hours/day: \$50.00
  - b. more than 4 hours/day: \$100.00

Payment by check or cash is due once an application has been approved. Checks are payable to the "Wayland Free Public Library" and can be mailed or delivered to the Library Director, Wayland Free Public Library, 5 Concord Road, Wayland, MA 01778.

### REGULATIONS

1. The meeting room (Raytheon Room) is available only during the library's normal hours. September-June: Monday through Thursdays, 9AM-9PM; Friday 9AM-6PM; Saturday, 10AM-5PM and Sunday, 2PM -5PM. July-August: Monday-Thursday, 9 AM-9 PM; Friday, 9 AM- 6 PM; Saturdays, 10AM-1PM; closed on Sundays.
2. The meeting room kitchenette is available for serving light refreshments; the user is responsible for leaving this area clean.
3. A maximum of 50 persons is permitted in the meeting room
4. No smoking is allowed in the library building.
5. No candles may be lit in the library building.
6. No alcoholic beverages are allowed on library premises without permission of the Trustees, and an official liquor license must be obtained from the Board of Selectmen. \*
7. The Trustees are not responsible for the cancellation of an application for the use of the meeting room in case an emergency (i.e., storm, power failure) results in the closing of the library building.
8. The library lends equipment to individuals or groups on a limited basis. A screen and sound amplifier (microphone) are available, but if other equipment is needed, the user must bring his/her own. Presenters are required to test the library's equipment before scheduled use. A technology practice session with a designated library staff person at a mutually agreeable time prior to the event can be made via email at [tkenney@gmail.com](mailto:tkenney@gmail.com)
9. Due to limited custodial coverage in the library, users may be requested to set up the configuration of tables or chairs as needed and/or stack chairs at the end of their usage in the meeting room.
10. For-profit or commercial organizations may not actively conduct business at the library. However, contact information may be collected with a sign-in sheet, and business cards and/or flyers may be available for attendees.

- \* Those requesting a liquor license may be required to sign an agreement indemnifying the Town from liability by presenting proof of adequate insurance coverage for the event.