



Effective Date: 1-16-2025

Meeting Room Use Policy

This policy applies to the following: Cheyer ESOL(#201), Business Pod (#202), Tech Hub (#209), Makerspace (#208), Media Lab (#207) and Carpeno History Room (#110).

The Sharon Public Library encourages patrons and local community groups to reserve and use the Library's multipurpose meeting rooms. These rooms are general-purpose meeting rooms available for educational, recreational, and civic purposes. Library programming takes precedence over all other requests.

The Sharon Public Library does not endorse any of the policies, services, or opinions of any group or organization that receives approval to use Library meeting spaces. The Library Director, or designee has the authority to deny any organization access to a meeting room or cancel a reservation if they believe the group is not following this policy, or if the planned meeting would adversely impact regular use of the Library.

General Rules of Use

- Applicants must be age 18 or older to reserve a meeting room.
- All requests are subject to approval by the Library Director or designee.
- Use is granted on a first-come, first-served basis.
- Students under age 18 may use meeting rooms if accompanied by an adult.
- Library staff may cancel a meeting room reservation due to building conditions, weather conditions, or other emergency situations.
- No food or drinks without lids are permitted.
- Personal items must not be left unattended. The Library is not responsible for lost or stolen items.
- Users must leave the room promptly at the end of their reserved time. The reservation may be extended by Library staff, subject to room availability.
- Rooms must be left in the same condition in which they were found. Any individual or group that damages Library property will be liable for costs incurred from such damage and may lose the privilege to use meeting rooms in the future.
- The Library does not provide room setup or technical support.
- Instructional brochures are available for interactive display panels and Smart Boards on the Library website. If there is a problem, see the Adult Services/Reference staff.
- Groups using meeting rooms may use Library tables, chairs, and interactive display panels and Smart Boards as designed.
- Nothing may be attached to the walls, and groups are required to put away any equipment or furniture used.

- Windows cannot be covered during use.
- Lights are motion activated to conserve energy. Movement is required to keep them on.
- In multiple outlet fixtures, half will be motion activated and may shut off automatically. Motion is required to keep them on.
- All Town of Sharon ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
- Meeting room activities including noise levels must not interfere with or disturb other patrons.
- Patrons must abide by the Library's Patron Behavior Policy and may be asked to leave the room if they fail to comply.

Regulations for Cheyer ESOL and Business Pod Meeting Rooms

- Reservations may be made up to 2 months in advance through the Library's Room Reservation Portal. * Due to the high demand for meeting room space, no **outside** group (non-Library associated groups) may consider the Library its permanent meeting place or use the Library as its mailing address. To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit the number or frequency of meetings for any particular organization.
- Meeting rooms are reserved for groups of two (2) or more. Individuals may reserve study rooms.
- The Cheyer ESOL Room is intended for ESOL training and events as part of the established Literacy Program partnership between the Sharon and Stoughton Public Libraries and is equipped with an interactive display panel.
- The Business Pod Meeting Room is available for up to 8 people working collaboratively. The room is equipped with an Interactive Display Panel.
- For larger events that include speakers and/or presentations patrons must reserve the Community Room. See Community Room Policy.
- All spaces are ADA-compliant.

Regulations for the Tech Hub

- The intended purpose of this space is primarily computer training. This training takes precedence over all other requests.
- Requests for use of this meeting room are made through the Library's Room Reservation Portal.
- There are 12 Chromebooks secured in a computer cabinet in the back of the room for instructional use. This must be requested at time of reservation.
- This room is equipped with a Smart Board. Instructions are posted on the wall beside the Smart Board, and instructional brochures are available on the Library website.
- There are four desktop computer stations for general computer use by tweens and teens when the Tech Hub is not in use for other purposes.
- All uses of this space are subject to the general rules of use listed above.

Regulations for the Library Media Lab and Makerspace

- Use of these spaces is regulated under the direction of the Head of Young Adult Services or designee in conjunction with regular teen/tween programming.

Regulations for Carpeno History Room

- The Carpeno History Room is located on the first floor, and is prioritized for patrons conducting historical research under the supervision of the Library's Archivist.
- No food or drink is allowed in this space at any time.

Scheduling and Reservations

- Rooms are available for use from Library opening until 15 minutes prior to closing.
- Reservations must be made through the Library's [Meeting Room Reservation Portal](#).
- Individuals/groups may reserve a room up to two (2) times per week; rooms may be reserved for up to 2 hours per day. Extensions may be granted by permission of the Library Director or designee.
- Users must check in at the Information Services/Reference Desk prior to use with a valid ID.
- Reservations will not be held more than 10 minutes beyond the scheduled start time of the reservation before the room is made available to others.
- The Library staff reserves the right to resolve scheduling conflicts by adjusting reservations or schedules.
- To cancel reservations please use the [Meeting Room Reservation Portal](#) or contact the Library Director or designee.

Liability and Responsibility

- The Library assumes no responsibility for lost, stolen, or damaged items brought into Library meeting rooms.
- Any individual or organization using a Library meeting room agrees to indemnify and hold harmless the Board of Trustees, Library Director, Staff and the Town of Sharon or its officials for any and all liability which may arise from the use of the premises.
- Individuals or groups who repeatedly make meeting room reservations and fail to show without notification of cancellation, or who otherwise fail to comply with this Policy's regulations, may be subject to having their meeting room privileges revoked.