

## **Brooks Free Library**

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### **Meeting Room Availability and Parking Guidelines**

Community members seeking to use the Library often face competition for the limited number of parking spaces. These guidelines have been developed to supplement the Board of Trustees' Meeting Room Policy and ensure consistency when determining if room requests can be accommodated. Please refer to the Meeting Room Policy for information on the restrictions on use of the Thornton Room.

#### Use By Non-Library Groups

The Meeting Room Policy allows use of the Thornton Room by the community when such use will not impact library operations. As the volume of Library activity has grown it has become more difficult to accommodate non-Library groups during open hours without impacting Library operations. In addition, we regularly schedule our own book groups, writers groups, activity and discussion groups and after-school youth programs as well as as author talks, cultural events, educational lectures and craft activities. With 900 – 1000 programs per year, there is often limited time available for non-Library groups to use the Meeting Room.

The following guidelines have been developed for approving room requests from non-Library groups. Failure to abide by these conditions will result in denial of future requests.

- To ensure sufficient parking for Library patrons non-Library groups will not be allowed to use the Meeting Room during Library hours from mid-June through Labor Day.
- There will also be regular time periods from Sept. through June when a high volume of activity is expected, such as the first day of the week or when Story Times are scheduled, that the Thornton Room will not be available to non-Library groups. These restricted periods will be evaluated and revised periodically as Library needs and program schedules change.
- Meetings with 1 – 7 expected attendees may be allowed under conditions specified in the Meeting Room Policy.
- Meetings with 8 - 12 expected attendees may be allowed under conditions specified in the Meeting Room Policy if the sponsor agrees that attendees who are physically able to do so will park off-site. Additional public parking is available at Brooks Park and Town Hall. No more than 7 vehicles per non-Library meeting may be parked on-site during Library hours. The meeting sponsor is responsible for notifying attendees and monitoring compliance with this requirement.
- Meetings with expected attendance of more than 12 will not allowed during Library hours.
- Thornton Room users must abide by the approved starting and ending times. Custodial service is not provided so users must agree to clean up after themselves and return the room to the standard conference style configuration so the room is ready for the next user.

#### Use By Library-Sponsored Groups

Coordinators of Library-sponsored groups are asked to inform attendees of the above guidelines and encourage them to observe the parking restrictions listed above. This will prevent us from having to limit the number of community members that can participate in Library groups and activities. Library-sponsored groups must respect the approved starting and ending times and

leave the room in a clean condition for the next room user. Library-sponsored groups are also required to abide by the Assistive Listening System Policy which mandates the use of the Assistive Listening System. Program coordinators will receive training and assistance in the use of the listening system. Coordinators are also responsible for communication with group attendees in event of an emergency closing. Coordinators will report new members and program attendance to the circulation desk at the end of each meeting. They will also be required to ensure that the meeting room is returned to the default layout with tables in a conference style setup.

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