

# Policy

TITLE: Facilities  
Meeting Room  
APPROVED BY: Board of Trustees  
APPROVAL DATE: May 8, 2024  
EFFECTIVE DATE: May 8, 2024  
NEW ( ) REVISED (X)

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## Meeting Room Policy

The Peabody Public Library has meeting rooms available for public use. While the library provides the space, all meeting room users are responsible for set-up, tear down, cleaning, and restoration of room to pre-use condition. While rooms are available for use by all groups, the library's business activities and needs take priority in all cases. Non-library group use is scheduled on a first come, first served basis and a signature is required to indicate the group agrees to the Liability Statement. There are multiple rooms and configurations of rooms available for reservation and use by the public. Rooms will only be available for use during library hours or at the discretion of the Director. The library charges groups for the use of rooms unless the group is a not-for-profit and provides proof of status. Rooms fees can be found in the [Fine and Fee Schedule](#).

Rooms available for reservation are:

- Auditorium 1, 2, and Stage
- Community Room A and B
- Computer Classroom

Rooms may be reserved in person, over the phone, or online up to one year in advance of the event. Individuals making a room reservation must be at least 18 years of age and provide government issued identification at the time of making the reservation or when signing the Liability Statement. Any associate fees must be paid within seven days of making the reservation and are non-refundable. Failure to pay will result in cancellation of the reservation.

Staff are responsible for the set-up and takedown of in room partitions and blinds. Users are not permitted to adjust walls or blinds and must ask staff for assistance. Failure to comply with this rule may result in termination of reservation, refusal of future usage, and users will be responsible for any damage caused.

Users will also have access to audiovisual equipment that is already owned by the library. The AV needs must be requested at the time of reservation. Staff must assist in accessing equipment and the setup/take down of the library owned equipment. Users are not permitted to alter, disconnect, or move equipment owned by the library and may already be in the space. The library is not responsible for storage, loss/damage of any personally owned AV equipment used within the meeting rooms. Users must contact staff with any questions. Use of AV equipment, either personal or library owned, may not be used for any purpose that is nefarious in nature or illegal and must adhere to the library's [Computer and Network Security](#) policy.