

Meeting Room Policy

Revised by the Board of Library Trustees, June 2007; updated April 3, 2019; December 2, 2021, October 2, 2024

General Policy

The Lawrence Library of Pepperell has three rooms (Meeting Room, History Room, and Aerie), which are available for the public to reserve. The Lyceum, Art Gallery, and outdoor tent (seasonal) may be available for public meetings, if not needed for library purposes, at the Library Director's discretion. Library events and programs take precedence over public requests.

The rooms are specifically for meetings of a cultural, educational, or civic nature. The rooms are not available for meetings having a commercial purpose. Any question of interpretation will be referred to the Director. Final determination, if needed, rests with the Library Board of Trustees. Permission to a group does not imply an endorsement of its policies, beliefs, or program by any Library official or by the Board of Library Trustees.

Regulations and Requirements

1. Requests for the room must be made using the online Room Request form. The Lyceum, Art Gallery, and tent can only be booked by a staff person.
2. The applicant is expected to adhere to the stated purpose of the meeting and to conduct the meeting accordingly.
3. Meetings must be open to the public.
4. No admission fee may be charged.
5. Meetings should begin and end during normal hours of operation.
6. A room request must be made at least one day in advance, preferably a week. **A room request is not a reservation.** You will be notified by email upon approval of the room request. Reservations for meetings in a series require the approval of the Director or the Library Board of Trustees.
7. No fees are charged for the use of the rooms, however, the sponsoring organization or individual will be held liable for any damages arising out of the use of its premises.
8. Tables and chairs will be available for you to use. You are responsible for the set up and breakdown of the chairs and tables, and leaving the room as found, ready for the next meeting.
9. You are welcome to bring your own refreshments in the Meeting Room. If there is a spill on the carpeting, please notify staff.
10. Fire code for the room occupancy is noted for each room and must be adhered to.