

Wellesley Free Library Meeting Room Advance Reservation Form

Today's Date: _____ Date of Rental: _____
 Time of Rental: From _____ to _____
 Name of Organization: _____
 Address of Organization: _____
 Contact Name: _____ Phone number: _____
 Email: _____ Number of attendees: _____
 Description of activities to be conducted: _____

***MINIMUM OF 2 HOURS (Available During OPEN Library Hours ONLY)**

Meeting Room	Room Fee Rate*	Cleaning Fee One-time fee if food is present.	Payment Information	STAFF ONLY- LibCal
Arnold Room (20)	Wellesley Non-Profit \$45/hr. Standard Rate \$125/hr.	\$35 \$35	Cash Check Date received:	
Room 102 (10) Room 204 (12)	Wellesley Non-Profit \$35/hr. Standard Rate \$75/hr.	\$35 \$35	Cash Check Date received:	
Wakelin Room (100) <input type="radio"/> before 5 pm max 50 <input type="radio"/> after 5 pm max 100	Wellesley Non-Profit \$60/hr. Standard Rate \$200/hr.	\$50 \$50	Cash Check Date received:	

*Room Fee Rate

- Wellesley Non-Profit Room Rate: Organizations must be pre-approved by the Board of Library Trustees. In order to obtain Wellesley Non-Profit rate status, a request must be submitted in writing to be reviewed at a Library Board of Trustee meeting. The Board typically meets once a month. Organizations which serve the Wellesley community AND have received 501(c)(3) status are eligible for Wellesley non-profit organization rates.
- Standard Room Rate: A valid organization based in or outside of Wellesley is eligible to rent a meeting room for the standard room rate. The organization must provide proof that it is registered and in good standing with the Commonwealth, such as a certificate of good standing or 501(c)(3) status.

If Using Any Meeting Room Equipment (Display, Laptop, etc.):

You are required to make an appointment with the Information Technology Department 781-235-1610 x 1130 with a minimum of 5 work days prior to your meeting for training on use of equipment. If an appointment with IT has not been scheduled prior to your meeting, you will NOT have access to IT equipment. We cannot assure that IT support will be available at the time of your meeting. The WFL cannot guarantee the availability or functionality of any of the above listed equipment.

Authorized Signature: _____

Date: _____

Rules:

- 1. Renters agree to abide by this policy and the *Rules of Conduct* of the Wellesley Free Library. Failure to adhere to these policies will be cause for suspension of rental privileges, an event or meeting and/or cancellation or suspension of future meetings without refund. **Renters shall acknowledge receipt of this Policy and of the Rules of Conduct, when completing the applicable reservation form.**
- 2. Firearms, solicitation, alcoholic beverages, smoking, lit candles and other open flames are not permitted anywhere in the building, including the Meeting Rooms.
- 3. Refreshments may be served inside designated Meeting Rooms but not in adjacent areas. A cleaning fee will be charged when refreshments are present. The Renter is responsible for clean-up of napkins, cups and other items used to serve refreshments.
- 4. Decorations and/or displays shall be limited to tables or easels. No materials may be posted or attached to the walls. Materials currently on display in any Meeting Room shall not be moved, covered, or rearranged.

Agreement:

The undersigned has read and agrees to abide by all rules and policies governing the use of the meeting rooms as described in the Wellesley Free Library Meeting Room Rental Policy and on this form. The undersigned accepts responsibility for seeing that the room, furnishings, materials and equipment will be respected as public property and will be left in the same condition as when it was found. The undersigned further accepts responsibility for any damages incurred to library property on the part of members of this organization or persons in attendance and agrees to pay for all damages assessed by the Town of Wellesley.

The undersigned also agrees to protect, save and keep the Town of Wellesley, the Board of Trustees, the Library Director, their agents and employees forever free and harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of the use of the above premises.

Authorized Signature: _____ Print name: _____

Make checks payable to: Trustees of the Wellesley Free Library

Send Application and Payment to: Wellesley Free Library, 530 Washington Street, Wellesley, MA 02482

Room Requirements

ROOM REQUESTED:

- _____ Wakelin Room (Capacity 100)
_____ Arnold Room (Capacity 20)
_____ Commons Rm. 102 (Capacity 10)
_____ Second Floor Rm. 204 (Capacity 12)

REFRESHMENTS: Yes _____ No _____

ROOM SET UP:

Number of Tables _____

Number of Chairs _____

Also, indicate specific arrangement of furniture, or attach a sketch of desired furniture arrangement. _____

EQUIPMENT REQUESTS:

- _____ Lectern _____ Projector _____ Display
_____ Microphone/Amplification _____ Presentation Remote
_____ Piano (\$100 Security Deposit Required) _____ Library Laptop
_____ Adapter Cables

TECHNOLOGY REQUIREMENTS:

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WELLESLEY FREE LIBRARY RULES OF CONDUCT

The Wellesley Free Library believes all patrons have the right to use library services and materials safely and freely, in a comfortable and welcoming atmosphere. With this right comes responsibility for conduct that respects the staff, the rights of other library patrons, and the library's materials, equipment, facilities and grounds. Nothing in this policy should be construed as impinging on a citizen's right to free speech, peaceable assembly, or right to petition the Government for redress of grievances.

- All patrons have the right to study, read, or work with limited interference in a reasonable environment.
- The entire second floor is designated as a quiet study and research area with the following exceptions:
 - High School Study Room
 - Meeting Rooms
 - Conference RoomsThe Large Print & Periodicals Room on the first floor is also designated for quiet study and research. Please respect this.
- Cellular phones should not disrupt other patrons. Cell phone users may be asked by staff to move to a more appropriate location for conversation.
- For their safety, children under age 8 must be supervised by a parent or caregiver who stays with them at all times. The parent or caregiver is responsible for ensuring that their children's behavior complies with Library Rules of Conduct.
- Snacks and covered beverages are allowed in the Commons. Covered beverages are allowed in designated areas. Food and beverage rules for Meeting and Conference Rooms vary by room. Please refer to specific room policies.
- Other than certified service animals, animals are not allowed in the Library.
- Patrons are urged to be respectful of staff time to allow staff to help all patrons.
- Activities disruptive to the Library, its staff and/or its patrons are not allowed.
- Library materials must be checked out before being removed from library premises.
- Patrons shall not damage or deface Library property or materials.
- Shirts and shoes must be worn by all.
- Bicycling, skateboarding, or roller-blading on Library property is not allowed.
- Furniture should be used only as intended.
- The Library is not responsible for personal property left unattended.
- No commercial or unapproved solicitation is permitted on Library property.

- There is no smoking allowed inside the Library, including the use of e-cigarettes and marijuana.
- Possession of firearms and/or dangerous weapons of any type (except by law enforcement officers) is prohibited
- Being under the influence of illegal drugs or alcohol; selling, using, or possessing illegal drugs and/or alcohol is prohibited.
- Conduct that violates federal, state, local law or mandates or Library policy is prohibited and may be cause for removal from the premises.

Approved 06.04.2024, revised /approved 06.04.2024.