



Dedham PUBLIC LIBRARY

43 Church Street
Dedham, MA 02026
781-751-9284

Use of Library Facilities and Grounds Policy

Voted and approved by the Board of Library Trustees: February 3, 2022

Effective date: February 3, 2022

The Dedham Public Library (the “Library”) welcomes the public to use our spaces in ways that are consistent with our philosophy and mission as long as gatherings minimally interfere with Library functions. We will make every effort to be accommodating to requests that advance civic and community goals.

The Library does not have dedicated meeting rooms. As a result, all public programs and meetings are held in regular Library service areas.

General Guidelines

- Library areas are used primarily for Library-sponsored activities and, therefore, the Library retains the right to give priority to Library-sponsored meetings, events, and programs in scheduling Library space.
- Reading rooms are designed for groups that engage in educational, cultural, intellectual or charitable activities. Library space is not suitable for groups which are affiliated with a business or commercial organization, enterprise or any other type of entity which exist primarily for profit. Library space may not be used for social gatherings such as showers, birthday parties, dances, or any other closed meeting.
- All attendees must adhere to the Patron Code of Conduct.
- Library space is generally available for use during regular service hours. Unless otherwise arranged and approved ahead of time, meetings must conclude 15 minutes before closing time.
- Time for setting up and cleaning up afterwards should be included in the meeting time requested and is not the responsibility of the Library staff.
- The Library is not responsible for private property brought into the building or on Library grounds.
- In unusual circumstances, the Library may cancel, reschedule, or transfer space, locations, or dates but will give as much advance notice as possible.
- In an effort to make Library space available to as many groups and individuals in the community as possible, the Library may limit the number of times a group or individual may schedule to use a space.

- Reserved space should not be used for generating income. Although a businessperson or other professional expert may reserve Library space, no solicitation of business is permitted. Except for the two situations noted below, the sale of products in Library space is not allowed.
 1. Library support organizations may reserve space to sell items to support the Library.
 2. As recommended by the Library Director and approved by the Board of Library Trustees (the "Board").
- Use of Library space does not constitute an endorsement of the group or the views expressed by the participants or speakers.
- Promotional material that lists the Library as the location for a program or meeting should be pre-approved by the Library Director. Generally, the Library requests that its phone numbers not be used in promotional materials for the purposes of Library staff helping to organize/plan meetings or answer questions about meeting content as the events are not Library sponsored.
- The Library space must be left in the original condition in which it was found. The individual reserving the space will be held responsible for loss or damage resulting from use.

Grounds Use

The Library's grounds are available for enjoyment of the general public. For the avoidance of doubt, the above listed general guidelines also apply to the use of Library grounds. Open wifi is available to use and seating is provided seasonally. A trashcan is available for individual use, and groups should plan to remove their own trash unless prior arrangements are made.

Groups are welcome to gather on the grounds as long as the walkways and driveway are not obstructed. If a gathering is planned to occur on the Library's grounds, advance notice is required.

Materials and Equipment

- The Library generally is unable to accept the responsibility for storing materials.
- The presenter, not the Library, is responsible and liable for obtaining all rights regarding copying, performance, display, or distribution of materials for the event.
- Users should bring their own materials and supplies, including office and technology equipment. The Library does have some equipment that may be borrowed. If equipment is needed, users should contact the Technology Librarian at least 5 work days prior to the meeting date to check availability and compatibility.

After Hours

- All the guidelines applicable to events that occur during hours that the Library is open also apply to any after hour events.
- Both the Library Director and the Board must approve the use of the Library's building after the Library's normal hours of operations, including any fees.
- Every event must have one person assigned as the point person to be responsible for proper use of the facility in accordance with all Library policies and notify the Library of such person and their contact information.
- Alcohol may be served at after hour events. If alcohol is to be served, permission must be obtained from the Dedham Board of Selectmen and all liquor use policies on town property must be observed.
- A town custodian must be on duty whenever the Library is used by any group other than the Board, the Library Union, or any group approved by the Board in advance of the group's use of the space. The fees associated with the employment of a town custodian for the event are contractually determined and will be determined and paid for in advance. Trash from activities must be placed in receptacles provided by the Library.

- The Library may charge a reasonable fee for use of Library space after hours. Any fees will be determined and paid for in advance.

This policy supersedes all prior building use policies, including the following:

- Community room policy (dated April 2006)
- Policy for Using the Library for a Function (dated April 2012)
- Policy for Meeting Room Use at the Main Library (dated August 2012)
- DPL Policy for Meeting Room Use at the Main Library (dated January 2013)
- Meeting Room Policy (dated November 2014)