

Turner Free Library:
Shurtleff Room Use Policy

The Turner Free Library proudly offers the Shurtleff Room (seating capacity: 250) for use by community groups and associations. The Shurtleff Room is primarily for the use of the library or library related organizations, and library sponsored programs. When not required for the use of the library or library related organizations it may be used for meetings of local groups and organizations, under the following guidelines.

1. The Shurtleff Room may be booked by non-profit groups holding public meetings at which all are invited to attend. The meeting room is not available for social gatherings, for the benefit of private individuals, or for any closed meeting. For Profit organizations are required to pay a \$75 fee for the use of the Shurtleff Room. This covers 3 hours of use. Each additional hour will cost \$25. The fee for the meeting room should be made payable to the "Friends of the Turner Free Library".
2. The library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. The use of the meeting room does not constitute an endorsement of an organizations policies or beliefs. All announcements, press releases, flyers, and other promotional work must clearly state that the meeting or program is not sponsored by the Turner Free Library. The Trustees of the Tuner Free Library reserve the right to refuse the use of the Shurtleff Room or cancel any reservation when they deem the action to be in the best interest of the library and/or town.
3. Applications for use of the Shurtleff Room and all fees must be submitted at least two weeks in advance of event to the Senior Library Technician. The application form must be completed and submitted by an adult who shall be personally responsible for the conduct of the event, adherence to the Room Use Policy, and payment of fees and charges for any damages incurred to the Library during the function.
4. The meeting room may be booked up to 3 months in advance of the meeting. We cannot accept bookings beyond the 3 month period to allow for flexibility of library programming.
This applies to single and repeat bookings.

5. The size of the group is not to exceed 250 attendees. The Turner Free Library has limited parking facilities on site. Parking is available at Town Hall or Randolph High School after 4:30 p.m.

6. Refreshments may be served. Please note your intent to serve refreshments on the application form. Groups serving refreshments are responsible for cleaning up tables and removing all trash. Alcohol cannot be dispensed or consumed on library property.

7. There is no smoking on library property.

8. No admittance fee may be charged or contributions solicited. Goods and materials may not be sold or advertised without the express permission of the Board of Library Trustees.

9. Library staff will refer all calls and inquiries regarding non-library programs to the person signing the application.

10. The number of attendees must be reported to the library for statistical purposes. A form will be provided.

11. The library will not be held responsible for the loss of, or damage to, personal property of attendees or organizers while on premises.

12. Verbal or written cancellation of Shurtleff Room reservations is required 24 hours in advance. Failure to notify the library of a cancellation may result in the denial of any future requests by the organization and the forfeit of the meeting room fee.

13. Meeting space is only available during regular library hours. All events must be scheduled to end not later than 30 minutes before the closure of the library and no earlier than 30 minutes after the regular opening of the library.

Adopted by the Board of Trustees of the Turner Free Library, May 12, 2010.

Supplants Library Meeting Room Policy of June 16, 1998 & Conditions for Use of Library Meeting Rooms of April 14, 1992.