



## MEETING ROOM POLICY & PROCEDURES

1. **OVERVIEW:** The meeting rooms at the Berkshire Athenaeum, Pittsfield's Public Library, are available to the public on a first come, first served basis. Use of City buildings is governed by The Code of the City of Pittsfield, Massachusetts, which stipulates:

Rental of Berkshire Athenaeum:	Per one rental	
	Profit	Nonprofit
Auditorium .....	\$200.00	\$75.00
Conference Room .....	\$100.00	\$50.00

There will be no charge assessed to supervised youths and civic organizations. A civic organization for purposes of this section shall mean an association formed for purposes beneficial to the community as a whole or one in which the members cooperate to accomplish community goals.

A copy of the 501 (C) (3) certificate is required as proof if claiming non-profit status.

There will be a charge of 1.5% per month for any overdue rental fees (after the regular 30-day billing period), and such overdue party will not be allowed to book the use of any room until all back rentals are paid.

### 2. FACILITY DESCRIPTION:

2.1. **Auditorium:** Located on the basement level of the Athenaeum, the auditorium may be divided into two spaces by a movable partition. The largest space (Auditorium East) measures 48' wide by 44' long, and the smaller end (Auditorium West) measures 40' wide by 24' long. There is a raised stage at the east end of the auditorium that measures 30' wide by 15' deep. The auditorium has movable seating for approximately 175, and fifteen 6' folding tables. Audio-visual facilities for this space include a ten foot pull-down projection screen, overhead projector, LCD projector, video player/projector, microphone, piano, and wireless access to the Internet. Floor and table lecterns are also available. Kitchen facilities are adjacent to the auditorium (see REFRESHMENTS section below).

2.2. **Athenaeum [conference] Room:** Located on the balcony level of the library, the Athenaeum Room measures 32' long by 16' wide. There are eighteen chairs around the perimeter of two large tables grouped in the center of the room. To prevent damage to their legs the tables should not be moved. Additional chairs are available for perimeter placement by request. Audio-visual facilities for this space include an overhead projector, video player with color monitor, and wireless access to the Internet. While no projection screen is available for this room, the light-colored walls permit projection directly onto the wall.

3. **AVAILABILITY:** Meeting rooms are available during the library's normal hours of operation unless arrangements to the contrary are made with library administration for custodial coverage. Participants must leave the premises fifteen minutes prior to normal closing time unless other arrangements have been made.

4. HOURS OF OPERATION:

Winter (Sep 1 – Jun 30)	Monday & Friday	9:00 a.m. – 5:00 p.m.
	Tuesday, Wednesday, Thursday	9:00 a.m. – 9:00 p.m.
	Saturday	10:00 a.m. – 5:00 p.m.
Summer (Jul 1 – Aug 31)	Monday, Wednesday, Friday	9:00 a.m. – 5:00 p.m.
	Tuesday & Thursday	9:00 a.m. – 9:00 p.m.
	Saturday	10:00 a.m. – 5:00 p.m.

5. SERVICE PRIORITY: The meeting rooms of the Berkshire Athenaeum are available for educational and civic purposes provided that such use does not interfere with regular library services or programs and that those groups using facilities conform to library policy. In the event the Athenaeum requires the use of the area(s) that have been reserved by the renter, the Athenaeum function will have first priority and the renter will not be allowed to use such facility. Every attempt will be made to accommodate the renter, but in the event the renter cannot be accommodated the Athenaeum will return any fees that have been collected.

6. MEETINGS IN SERIES: Because they interfere with the Athenaeum’s ability to schedule library programs or events, reservations for meetings in series or for periods going out six weeks or more are discouraged. The Library Director shall determine whether the length of time and number of dates requested may be accommodated at any given time.

7. ELIGIBILITY: The Library Director shall determine whether groups are eligible to use the Athenaeum meeting rooms. A decision by the Library Director may be appealed to the Board of Library Trustees.

8. BOOKING PROCEDURES:

8.1. Persons wishing to reserve a meeting room should contact Library Administration at 499-9480, Extension 102, to complete the application process. All of the appropriate paperwork must be filled out and submitted prior to the use of the auditorium or conference room.

8.2. Where a Certificate of Insurance is required, it must be submitted to Library Administration one week prior to the event by the renter and issued for the date(s) of use.

8.3. The program sponsor or his/her designee or individual user may be required to sign a Release / Hold Harmless Agreement and License Agreement.

8.4. In the event any of the required Agreements are not signed, or the Certificate of Insurance is not received one week before the event, the event will be canceled.

9. ATTENDANCE REQUIREMENTS:

9.1. To maximize the use of the Athenaeum facilities and to afford as many groups / individuals the opportunity to use them, the following guidelines for attendance at each function must be met for the use of the meeting rooms that have been reserved in advance:

	Minimum # of Attendees	Maximum # of Attendees
Athenaeum Room	5	25
Auditorium – East & West ends	26	175
Auditorium – West end only	5	25

9.2. Any group / individual that has booked future event dates and has demonstrated a consistent inability to adhere to the above attendance guidelines shall have all future dates cancelled, and the space or spaces reserved shall be made available to other groups / individuals for their use.

9.3. Any group that will not meet the minimum number of attendees will not be allowed to reserve library space, however if at the time they want to use the Athenaeum Room it is available, that group will be admitted to the room (provided others conditions of this policy are met).

#### 10. POSTINGS / NOTICES:

10.1. All notices, petitions and publications for distribution or posting within the library must have the prior approval of a library supervisor, and may only be displayed using approved methods.

10.2. Nothing should be attached to any part of the facility, equipment or physical plant without prior approval of a library supervisor. Such prohibition refers to the use of screws, nails, staples, pins and/or adhesive materials (including tape).

#### 11. SUPPLEMENTAL SERVICES:

11.1. In addition to rental fees assessed under City Code, there may be charges for services of Library or City personnel that may be required. The Library Director will determine if the services of a firefighter, police officer, electrician or custodian are required. The services of such personnel are to be paid at the rate of 1½ times the hourly rate with a minimum of three hours pay.

11.2. If the services of a custodian are required and you are paying for their services, they will be expected to be in the area of your function at all times and available to you for whatever services that you require of them.

11.3. No other equipment shall be furnished by the Athenaeum except for tables, chairs, and the audiovisual items as noted in the "Facilities Description" section above.

#### 12. REFRESHMENTS:

12.1. Food and drinks are allowed in the meeting rooms only and are restricted to light refreshments (cookies, pastries, soda, coffee, etc.). Requests for more substantial foods require the library director's approval in advance.

12.2. The signee is responsible for supplying all consumables (cups, napkins, flatware, etc.) and should at the close of the meeting dispose of any trash in baskets provided.

12.3. The kitchen facilities adjacent to the auditorium must be requested when the room is reserved.

12.4. Alcoholic beverages and smoking (including electronic cigarettes) are not permitted in the library.

#### 13. LIABILITY:

13.1 The individual who submits the application form assumes the responsibility for accidents or damages which occur to the building or equipment made available (including hallways, elevators and rest rooms) as part of any room reservation. The Library may require the signee to sign a release or "hold harmless" agreement prior to using library space.

13.2. The signee will be responsible for payment for all repairs which must be made as a result of any damages. Accidents or damages which occur during the use of a library meeting room must be reported to library staff upon the conclusion of the scheduled event. Rental groups will be billed for repairs and replacement of equipment or furnishings if after final inspection any damages have been found and are the result of their misuse, abuse or unauthorized use. Damages as a result of normal wear and tear or lack of general maintenance by the Library will not be billed to groups or individuals renting such facilities.

14. **STORAGE OF MATERIALS:** Unless there are special arrangements made to the contrary, the Athenaeum will not accept the responsibility for storing materials owned by booking organizations between meetings.

15. **SET-UP LIMITATIONS:** The Athenaeum cannot guarantee the meeting rooms will be set up according to the requirements of the booking organization. Persons planning programs should arrive early to assure their set-up needs have been met.

16. **STAGE CURTAINS:**

16.1. Curtain positions may only be changed by manipulating the ropes in the pulley system. This must be done slowly and with caution.

16.2. Curtains are not to be touched by scenery or decorations of any kind, and may not have anything attached to them for any reason.

17. **MELVILLE AND MORGAN ROOMS:** The auditorium and Athenaeum Room are the only two rooms in the building that may be reserved for meetings. The Melville and Morgan rooms house special collections and are not intended for public meetings.

18. **OTHER LIBRARY SPACE:** Use of the reading rooms or other library space beyond the meeting rooms by not-for-profit organizations will be approved on a case-by-case basis by the library trustees taking into account the value of such programming in support of the library's mission; the extent to which the library and requesting organization goals are aligned; and the potential for library service disruption as a result of the program request. All such requests will abide by other provisions of the "Meeting Room Policy & Procedures."

19. **MISCELLANEOUS RESTRICTIONS:**

19.1. All OSHA federal regulations and laws must be followed at all times.

19.2. No pyrotechnics or flames, including candles, are allowed under any circumstances in or around the entire facility at any time.

19.3. In the event of a weather emergency, the Athenaeum may be closed and any scheduled programs canceled.