explore
discover
connect
HOPKINTON PUBLIC LIBRARY

Hopkinton Public Library
MEETING ROOM POLICY

Hopkinton Public Library welcomes the use of the library's meeting rooms by the Hopkinton community. The meeting rooms are available for library and community functions that support informational, educational, cultural, and civic purposes. Use of meeting room space will be prioritized for:

- Library-related programs and events.
- The Hopkinton Public Library Foundation and the Friends of the Hopkinton Public Library.
- Town Departments, Boards, and Committees.

Space permitting rooms may be used by non-profit organizations and Hopkinton businesses providing free programming.

Any meeting held in the rooms must be free and open to the public.

Participant contact information may not be required or individually solicited during an event.

The rooms may not be used for social functions such as private parties, luncheons.The meeting rooms may not be used for selling, soliciting business, or any other for-profit reason, except in the case of authors who are selling books in connection with an event sponsored by the library or a library-affiliated group. The meeting rooms may not be used for fundraising except in the case of events held by library-affiliated groups with the intent of raising funds for the benefit of the Hopkinton Public Library.

Library facilities may be reserved for political activities, meaning meetings in support of particular candidates, ballot questions, or other similar partisan activities. The library shall provide equal access to groups wishing to use the meeting rooms, providing said groups comply with all other provisions of this policy (including those prohibiting selling and fundraising). The expressed viewpoint of any group wishing to use the room shall not be the determinant of whether a reservation is approved by the library. The Hopkinton Public Library does not affiliate itself with any group reserving a library meeting room, unless the event is co-sponsored by the library as part of regular library programming. Acceptance of a room reservation does not imply endorsement by the Hopkinton Public Library of the reserving group's message or viewpoint.

The library may place room bookings on the Library Calendar for the purpose of maintaining an informed citizenry. Meeting room bookings by outside organizations (eg, meetings not presented or co-sponsored by the Library) will be clearly marked as such. The Library will not otherwise promote or advertise these bookings. Organizations are, however, welcome to submit a flyer for possible inclusion on our community bulletin board.

Two rooms are available for reservation:the Betty Strong room with a maximum capacity of 80-100 people depending on room arrangement, and the Ellsworth room with a maximum capacity of 10 people. Food is permitted in the Betty Strong room with written permission from the Library Director. Food and crafts are not permitted in the Ellsworth Room.

For safety reasons, the maximum capacity may not be exceeded under any circumstances. Pre-registration for events may be required if demand beyond capacity is anticipated. If pre-registration is required, the organization reserving the room is responsible for taking registration and ensuring that the room does not exceed capacity during the event.

Reservations may begin no earlier than the library's opening time and must end at least fifteen minutes before the library closes, unless permission has been granted in advance by the Library Director. Setup and cleanup is the responsibility of the person or organization booking the room and must be completed within the reserved time.

The Local History room, Children's activity room, Barry Classroom/CreatorSpace, and library grounds may not be used for outside meetings or events.

Town board and committee meetings may take place after library hours provided a Town employee is present for the entire meeting time and is able to close the building. Said employee should be the individual normally designated as a Town liaison to the board or committee, or an alternative person designated by said employee or by a Town Senior Leader, or the Town Manager. A Town department, board, or committee that has an after-hours meeting should contact the Library Director with the name of the designated employee to be present at the meeting as early as possible.

Meeting rooms will not be available if the library is closed due to inclement weather, emergency conditions, or holidays. Notification of last-minute or emergency closings will be attempted but may not always be possible. Groups are advised to call ahead if uncertain whether the library will be open or to visit the library website for updates.

Reserving Rooms

Reservations must be made by a Hopkinton resident ages 18+ who is a member of the group requesting the room, or by the representative of a Hopkinton-based group, unless an exception is made by the Library Director.

Reservations for Town boards and committees may be made by an employee of the Town even if they are not a Hopkinton resident.

Town departments, boards, and committees may book reservations up to 120 days in advance. Non-profit organizations may book reservations up to 90 days in advance. For-profit businesses and organizations may book reservations up to 30 days in advance. A nonprofit or for-profit organization may not book more than 6 reservations across all meeting rooms within a single calendar month.

Local groups which meet regularly may be given the privilege of reserving a room at a specific time and date for the calendar year, at the discretion of the Library Director.

Responsibilities of Groups Using Rooms

Groups are responsible for arranging furniture as they desire and returning the room to a neat and clean condition before leaving. Furniture may not be moved in or out of meeting rooms. No items may be taped, tacked, or otherwise affixed to walls or wall hangings. Smoking and the use of open flames are prohibited.

Requests to have food during meetings or programs held in the Strong room is by written permission of the Director only. All trash must be placed in the proper disposal receptacle. No alcoholic drinks may be served or consumed without special permission from the Hopkinton Board of Selectmen.

Library staff are usually not able to assist with audiovisual/technological troubleshooting during the course of an event. Groups that are planning to use the library's audiovisual equipment are strongly encouraged to schedule a time for an orientation to the equipment prior to their event. Orientations may be arranged by contacting the Reference Department.

The Library and the Town of Hopkinton shall not be responsible for the loss of or damage to personal property while on the premises.

If audiovisual equipment or furniture is damaged during an event (including its setup or cleanup), or if a room is not left in clean condition, the group holding the room reservation will be responsible for reimbursing the library for expenses related to cleaning of the room or repair/replacement of furniture and equipment.

The library reserves the right to revoke or refuse permission to use the meeting rooms, including canceling reservations, or to move a meeting to another suitable room, when the Library Director deems that action to be in the best interest of the Library and/or Town. Factors including, but not limited to, a group or its members' violation of this or any other library policy; or the possibility that a proposed meeting or event will be disruptive to library services and programs, impede the work of library staff or the ability of patrons to use library facilities, or endanger the library building or collections will result in rejection of the meeting room reservation. Groups may be required to obtain and provide proof of insurance in an amount to be determined by the Library Director if the Director determines that such coverage should be provided. Groups and individuals reserving the library

meeting rooms agree to indemnify, defend and hold the Town harmless for any damages or other liabilities arising from their reservation and/or use of the meeting rooms, including if such reservation is denied.

Use of the library's three study rooms are governed by the library's Study Room Policy.

Approved by the Library Board of Trustees in September 2017. Updated and approved in November 2017 and on June 13, 2022. Revised by the Library Board of Trustees on April 24, 2023, June 16, 2025.