



Auburn Public Library
369 Southbridge Street | Auburn, Massachusetts 01501
(508) 832-7790

Merriam Room Policy

When not needed for Library-related activities, the Merriam Room is available to Auburn residents for meetings of a cultural, entertainment, educational or civic nature.

Requirements

- Unless the meeting is Library-related, as determined by the Director, the room must be reserved by an Auburn resident, 21 years of age or older, with a library card in good standing
- The resident must be in attendance throughout the event and must accept responsibility for ensuring that policy requirements are followed
- Reservations are restricted to non-profit groups
- There is no cost for using the room. No attendance fees may be collected.
- Events in the Merriam Room must not interfere with the normal operation of the Library

Hours the Room is Available for Use | Normal Operating Hours

- Monday – 9:00 AM - 7:00 PM
- Tuesday & Wednesday – 9:30 AM - 7:00 PM
- Thursday – 9:30 AM - 8:00 PM
- Friday – 9:30 AM - 6:00 PM
- Saturday – 10:00 AM - 1:00 PM

Room Capacity

The room seats a maximum of sixty (60) people and measures twenty-four (24) feet by forty (40) feet, including a small stage. The room is accessible for the elderly and physically disabled.

Additional Requirements

An application form should be placed with the Library Director at least two (2) weeks prior to the meeting date.

To be fair to all residents and ensure continuous availability for a variety of purposes, please observe the following:

- Up to two reservations per calendar year may be booked in advance with two weeks' notice
- If an additional reservation is desired, a single reservation may be booked on the day of the second or subsequent (last held) meeting
- All room requests are subject to change / refusal / modification at the discretion of the Library Director
- The individual or group reserving the room must notify the Library in case of cancellation
- The Library Director reserves the right to close the building due to severe weather or other emergency situations
- Meeting participants must conduct themselves in a manner which will not interfere with the normal operation of the Library. Meeting participants are subject to the same rules as other Library users
- Food is not permitted. Exceptions *may* be allowed with an appropriate waiver
- Smoking and alcoholic beverages are not permitted anywhere on the library premises
- The Library is not responsible for loss or damage to personal or group-owned property

Failure to comply with these regulations may result in loss of future meeting room privileges

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**Updated and Approved by the Library Board of Trustees September 7, 2016**