



**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**