Holliston Public Library
Policy for Use of the Gilman Room

The Gilman Room is a general-purpose meeting facility located in the Holliston Public Library building and is available to non-library groups and individuals at the discretion of the board of Library Trustees. The goal is to make available space for non-profit groups where the cost of regular commercial meeting space would prevent such groups from presenting programs of community value and interest, and to ensure that such use does not put additional loads on library staff and resources. To provide guidance for the use of the facility for non-library functions the Trustees have adopted the Policy for Use of the Gilman Room.

In general, the Policy provides for application procedures, responsible party identification, and usage fees for end users that are commercial organizations, and limits on use.

1. The Gilman Room shall be available to any group upon written application and payment of any fees.
2. The person signing the application must be a resident of Holliston, over 21 years of age and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of bills and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
3. In all cases, priority will be given to library programs first, non-profit end users next, and any for profit end users last.
4. The Gilman Room shall be available only during the posted hours of operation of the Holliston Public Library.
5. No custodial services are provided in connection with the use of the room. The library staff provides no furniture moving or hospitality services. The person making application shall be responsible for topical cleaning of the room immediately after the use and the disposal or removal of all trash.
6. No applicant or end user may charge an admission-type fee for any event or program held in the Gilman Room. A charge for the cost of materials used by participants in a program may be made. Any non-commercial end user may accept voluntary donations during the course of a program; however, such donations shall not be solicited in a manner that is the equivalent of an admission fee. No fundraising activities are permitted.
7. Liquor is not permitted in the Library without the approval of the Board of Trustees and the Board of Selectmen.
8. By allowing any individual or group to use the Gilman Room it is understood that the Trustees do not endorse any views or positions held by the speakers or presenters.
9. The number of attendees shall be limited to the maximum capacity as determined by the Fire Chief.
10. Fees shall be charged as follows:
    a.) Non-Profit End User: no charge
    b.) Commercial End User: $100 per hour, 4 hour maximum in any day

This policy shall be attached to and made part of any application.

Amended by the Trustees March 13, 2008

HOLLISTON PUBLIC LIBRARY MEETING ROOM APPLICATION

To: The Board of Trustees, Holliston Public Library

Permission is hereby requested for use of the library meeting room. The person signing this request has read the meeting room policy and pledges the cooperation of his or her organization. The signer assumes personal responsibility for the discipline of the meeting and care of the room and equipment and will agree to hold the library harmless of any liability, expense or damage by reason of the meeting for his or her organization in connection with this request.

Name of organization _____

Date of meeting _____

Meeting will begin at _____ and end at _____

Number expected to attend _____

Signature of applicant _____

Print name _____

Phone number _____

Phone number that may be given to the public for information_____

Date of application _____

A copy of this application may be kept by the applicant. If applicable, the fee will be collected when this application is filed.

Staff initials _____

Director's initials _____

As amended by the Library Board of Trustees: 5/17/94

Please read Policy for Use of the Gilman Room.