

## Topsfield Town Library Topsfield Room and Quiet Study Policy

**Purpose:**

The Topsfield Room and Quiet Study are available to individuals and small groups for educational, civic and cultural purposes. The rooms are not available for soliciting for sales or social purposes. Although individuals may use the rooms, when available, the rooms are intended for group work or study rather than individual office space.

The Topsfield Room is a craft/project space and library programs have priority. Supplies are stored in the room, and on occasion, occupants may be disturbed when supplies are required.

Use of the meeting rooms does not constitute or imply endorsement by the Library of the aims, policies, activities, or points of view expressed by participants. Any and all advertisements, announcements or publicity proposed to be distributed for the room use must be approved by the Library Director prior to distribution. The Board of Trustees and Library Director may deny or withdraw permission to use the Library to any individual, group or organization that fails to comply with this policy.

**Policy:**

- The person responsible for the condition of the room must fill out the Topsfield Room/Quiet Study Reservation form and is financially responsible for any damage done to the room and its furnishings during the time period reserved. The room must be left in a clean and orderly condition.
- The Quiet Study accommodates four (4) people and the Topsfield Room accommodates twelve (12).
- The Topsfield Room and Quiet Study may be booked up to three (3) weeks in advance and no more than two (2) reservations per week, per individual/organization. Organizations which benefit the community as a whole may book the rooms up to one year in advance.
- The room reservation will be held for fifteen (15) minutes after the reserved time, after which, the room will be available for use by anyone requesting to use the space.
- Once a group or individual signs up for the room, it may remain unoccupied for no more than fifteen (15) minutes. The Library is not responsible for lost, damaged or stolen property. The Library reserves the right to remove items left unattended in the rooms for fifteen (15) minutes or more.
- The rooms are not sound-proof and reasonable noise may be heard between rooms. No noticeable noise should be heard outside of the room while it is in use.
- The Topsfield Room and Quiet Study may be booked for up to four (4) hours at a time. After that time, a person or group may continue for an additional one (1) hour if no one is waiting for the room.
- Users may not move tables or chairs into or remove them from Study Rooms without permission.
- Only covered drinks are allowed. No alcoholic beverages, tobacco products or food may be used in the Study Rooms.
- The Topsfield Room and Quiet Study must be vacated fifteen (15) minutes prior to closing.
- All Library policies apply to persons using the Topsfield Room and Quiet Study including but not limited to the Library Behavior Policy and the Policy for Public Use of the Internet.

Date	Reason for update
Approved: June 13, 2017	Original policy
Updated: July 11, 2017	Added organizations that benefit the community a year in advance reservations.