

Attleboro Public Library

Meeting Room Policy

Library meeting rooms are available to reserve for local not for profit community groups or government agencies that serve Attleboro residents and are engaged in educational, cultural, intellectual, or charitable activities. The library does not endorse the views, speech, or beliefs of organizations reserving meeting space, nor should the library be considered a co-sponsor of events held by organizations in library meeting rooms. There is no fee for the use of rooms during the library's regular operating hours.

It is the responsibility of each group using a meeting room to arrange the furniture as needed. The room must be left in the condition in which it was found. Light refreshments may be served, and must be cleared after use. A receptacle will be made available for all trash. Accommodations will be made for those groups whose members have physical limitations on their ability to set up and restore the rooms.

Applicants are responsible for ensuring the orderly behavior of all attendees, and the library's Patron Policy must be observed at all times. Failure to comply with meeting room rules will forfeit the privilege of using them. No smoking, vaping, drug use, or consumption of alcoholic beverages is permitted whatsoever in the Library.

The library may occasionally, if it meets the educational goals of the library, permit outside businesses or professionals to present seminars or discussions in their field of expertise. Presenters may not make appointments or use the presentation solely as advertisement for their services.

No admission or other fees may be charged for attending meetings in the library without the permission of the Library Board of Trustees. The Trustees reserve the right to allow Library fundraising events to charge fees or sell merchandise for a stated Library purpose.

Reserving a Meeting Room

- Organizations apply for use of meeting space by completing the form provided by the library.
- A description of the event, contact information, and brief details about the organization applying for the space must be provided. Contact information will be shared with the public via the online calendar.

- Rooms may be reserved up to four months in advance of the date requested. The Library reserves the right to reschedule an event due to extenuating circumstances.
- Requests are approved on a revolving basis.
- The Library will contact organizations after their application is reviewed.
- All meetings/programs held by outside organizations must be open to the general public.
- The Library reserves the right to choose which meeting space will be utilized by the requesting group.
- The group must provide statistics on attendance as requested by the Library