



Meeting Room Policy

The mission of the Lenox Library (“the Library”) is to connect our community to resources and programs that encourage lifelong learning and celebrate our collective history and culture. In support of this mission, the Library makes meeting rooms available to community and non-profit individuals, groups, and organizations for meetings that are educational, cultural, intellectual, or civic in nature. Priority in the use of Library meeting rooms will always be given to library programs and municipal meetings.

Meeting rooms shall be made available on an equitable basis: the Library shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. Granting permission to use these rooms does not constitute an approval or endorsement of any group by the Library, the Library Board of Trustees, or the Town of Lenox.

The use of the facilities shall be in accordance with the policies and procedures set by the Board of Trustees of the Lenox Library. The Board of Trustees of the Lenox Library delegates authority to the Library Director or designee over meeting room usage. The Library Director or designee reserves the right to apply and modify the policies outlined below in any way that is consistent with the mission of the Library.

All organizations and groups shall indemnify, defend and hold harmless the Lenox Library and the Town of Lenox, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group’s use of the Library meeting room.

Rooms Available in the Library

The Library offers the following meeting rooms:

- **Legacy Room:**
Table Seating: 8 people
Maximum: 15 people
- **Welles Gallery:**
Auditorium Seating: 50 people
Table Seating: 50 people (max of five (5) 60” tables)
Maximum: 100 people

Tables, chairs, and Wi-Fi are available in both rooms. The Welles Gallery also has the following equipment available: podium; projector; screen; and whiteboard. Library staff will provide written instructions on equipment use, but will not be able to serve as operators for equipment.

When Meeting Rooms Are Available

Meeting times must be scheduled during normal Library hours and must begin 15 minutes after the Library opens and end 15 minutes before the Library closes.

Who Can Reserve Rooms

- Any Lenox individual; Town of Lenox department, board, or committees; or Berkshire County non-profit organizations or community groups may apply to reserve a room for meetings and programs of an educational, cultural, or civic nature. Preference will be given to organizations whose primary patrons are Lenox residents.
- Priority is given in the following order: Library; Town of Lenox departments, boards, and committees; Lenox/local non-profit organizations, community groups, and individuals.
- Meeting rooms are not available for personal or family use nor are they available for commercial or for-profit organizations.
- Meeting rooms shall not be used for the promotion of individual political candidates; entrepreneurial or commercial purposes; for the solicitation or development of business; for profit or for fundraising; for religious services or proselytizing; or for gambling or games of chance. This includes, for example, informational seminars intended to generate future clients for a company or individual as well as free events/workshops intended to promote a company, business, or for-profit organization.

Reservations

- All room reservation requests will be approved or disapproved by the Library at its sole discretion; a request for use does not assure approval.
- Rooms may be reserved up to two months in advance of your meeting by contacting the Library.
- As a courtesy to others, patrons should inform Library staff of a cancellation and/or make a request to change the time of their reservation as soon as possible.
- The Library will allow a 15-minute grace period for all room reservations; after that, the reservation will be considered cancelled. If the room user arrives more than 15 minutes late, they may use the room on a walk-in basis if the room is not being used by another patron.
- After two (2) no-show reservations, reservation privileges will be revoked for the following month.
- Failure to notify the Library Director or designee of a room cancellation and/or excessive cancellations may result in the loss of reservation privileges.

Room Use Guidelines

Room users are expected to respect other Library users, staff, materials, and the building itself as outlined in the [Appropriate Library Use Policy](#) and in the additional guidelines below.

Policy approved by the Lenox Library Board of Trustees on 12/3/2025

- Room Users may not charge any fees in connection with the use of a room or for anything provided to participants in connection with use of a room.
- Library staff will not be responsible for room set-up or for rearranging furniture or equipment before use of a room. The Room User is responsible for setting up and, at the end of a meeting, returning the furniture to its original arrangement.
- Anything brought into a room must be removed at the end of each meeting.
- Food and drinks, except alcoholic beverages, may be served only in the Welles Gallery. The Room User must provide all supplies and utensils. At the end of a meeting, the Room User must remove all supplies and utensils brought in to the Library, along with all trash associated with use of the room.
- The Library Director or designee can charge a reasonable fee to the Room User if it is necessary to clean the room after a meeting.
- Use of illegal substances is strictly prohibited.
- The use or application of any paints, stains, varnishes, or other similar coatings is strictly prohibited. Exceptions may be granted only by advance permission of the Library Director or designee.
- The Library Director or designee will terminate any activity that is unreasonably disruptive to Library users or operations.
- No sale of goods or services, or solicitation for future sales or services, is permitted without the prior written approval of the Library Director or designee.
- Nothing can be attached to any wall in any room, except in the Welles Gallery by advance permission of the Library Director or designee.
- Adult supervision is required at all times. To ensure their safety, all children age 9 and under must be accompanied and continually supervised by a parent or caregiver while in the Library.
- Notify staff of any and all problems. Accidents, broken items, running water, etc. should be reported immediately to a staff member.

Responsibility for Use of Rooms

The Room User is responsible for the use of the room and for the cost to repair anything damaged while using a room. The Library is not responsible for lost or damaged items.

The Room User, not the Library, is responsible for obtaining all rights regarding copying, public performance, display, and distribution of anything in the Library.

The cost of police or fire protection, if deemed necessary by the Library Director or designee, must be paid by the person or group reserving the room, at least one week before its use.

The Room User shall indemnify and hold harmless the Library and the Town of Lenox, and its officers, agents and employees, from and against any and all liabilities, penalties, damages, expenses, and judgments by reason of injury or claim of injury or property, of any nature and however caused, arising out of use, occupation, and control of the reserved premises by the Room User at any time during the term of the reservation.

Publicity Regarding Meetings in Rooms

Any publicity regarding a meeting at the Library may identify the Library as the meeting place, but cannot include the Library's phone number, email address, or website, and cannot invite attendees to contact the Library for information about the meeting. Any such publicity must include these words: "This event is not sponsored by the Lenox Library."

Reasons for Room Use Agreement Termination

The Lenox Library reserves the right to terminate the use of the Library by any group or program any time deemed necessary by the Director. Such termination may be based on violation of these policies or any other policies of the Lenox Library and the Town of Lenox. (See also "Reservations" above.)