

AI Merritt Media and Cultural Center Meeting Room Policy

PUBLIC USE OF MEETING ROOM

The AI Merritt Media and Cultural Center values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – Lynnfield makes the Meeting Room available for public uses which support and further our mission.

Public use of the meeting room is subject to availability and compliance with the terms of this policy. When the meeting room is not being used by the Town or Lynnfield Media Studios, the space will be made available to the public on fair and equitable terms.

Meeting room is to be used for public, government, general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The facility Director or appointed designee reserves the right to refuse the room usage due to inappropriate content. The meeting room is intended to host organized meetings and ***IS NOT available for party or event-type functions.***

Provision of the facility meeting room for the public use does not constitute endorsement by the Town of Lynnfield or its staff, of the groups or individuals using the meeting room or their beliefs. Meetings held in the AI Merritt Media and Cultural Center are not sponsored by the Town of Lynnfield.

AVAILABILITY AND USE OF MEETING ROOMS

1. Meeting rooms are available for educational, cultural, informational, governmental, civic and training activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No sales, or profit-making uses of the meeting rooms are allowed.
2. Meetings need to be open to the general public when applicable and cannot charge membership or admission charges.
3. Meetings must be either related to arts, cultural, public, government, educational, training or team building material in nature. The meeting room may be rented by non-resident individuals or organizations for team building or general information at the facilities discretion.
4. Light food and drink are allowed, but users are responsible for trash removal and any damages by the food and beverage that may occur. No red sauce, chocolate, wine or any other alcoholic beverages are permitted. There will be a small college style refrigerator on site which will have minimal space so plan accordingly. All food or beverage remaining must be removed by the user. Catered food will be allowed, but the vendor will be the responsibility of the meeting room user and the user will be responsible for any damage by such vendor including but not limited to damage to floors, furniture, walls, doors etc. within both the meeting area and Lynnfield Media Studios. Vendors must be approved by the facility.

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5. Facility meeting room indicates the maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded. Attendance is to be reported to facility before the scheduled meeting. ***Community Room capacity is 100 people with partition open and 49 people per side with partition engaged.***

6. The facility will make every effort to avoid scheduling LIVE Town and LMS (Lynnfield Media Studios) events which conflict with previously scheduled public uses of the meeting room. In the event that such conflicts arise, LIVE Town/LMS use will supersede the public use.

7. Meeting room use will not be scheduled before or after facility hours. Events can not extend past 11:00pm, therefore all meetings must end 15 minutes prior to 11:00. No weekend use permitted.

8. Due to the security of the building which is shared with other tenants, the building is locked at certain times of the evening to adhere to the safety of it's tenants. It is the responsibility of the user to convey the user times of the event during booking so that the user can enter the facility with proper clearance.

9. When entering the space you will be passing through the Lynnfield Media Studios space. No furniture or material can be removed from this space to the meeting room. Meetings must also stay within the meeting room. The Access Station space is not to be utilized as part of the meeting space. The user will also be responsible for any damage to this area.

10. Room set-up and tear down is the sole responsibility of the user. Room can be set up by facility at an additional cost. Room layout must be supplied if user chooses this option.

11. Due to fairness and a monopolizing potential, the facility reserves the right in scheduling multiple bookings.

12. User is responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal customary wear and tear has occurred, an invoice will be issued to the user and future use of the space may be suspended.

13. No AV support is provided for room rentals. If user's wish to have AV capabilities (power point, blu-ray etc.), a tech support person will be provided at an additional cost.

14. Groups renting the space must adhere to the no sales or profit making guidelines. Determination of whether a group or individual meets these criteria rests with the Director or appointed designee.

15. Fees/Donations - No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

16. Facility staff may attend or observe any event at any time.

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RENTAL OF MEETING ROOM: (FEE CATEGORIES FOLLOW)

Meeting room rental fees will be charged in accordance with the following fee schedule.

Lynnfield resident: \$150.00 per session (up to 4 hours) \$250.00 per day (up to 8 hours)

Examples of usage are homeowners associations, public lectures, panel discussions, workshops and other similar functions.

Non-resident: \$300.00 per session (up to 4 hours) \$500.00 per day (up to 8 hours)

Examples of usage are homeowners associations, public lectures, panel discussions, workshops, team building and other similar functions.

Town Committees: Boards, Commissions, Departments (No Charge)

The meeting room kitchen area is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No meals may be served.

Any event that is serving food or beverage will require a \$200 cleaning deposit. This deposit will be refunded if the room is free of damage. Any damage will be assessed and the user will be notified within 24 hours. The charges for any damage will be charged to the user no later than two weeks from the incident.

SCHEDULING AND RESERVING MEETING ROOMS FOR PUBLIC USE

1. All reservations will be made on a first-come, first-served basis and there will be no scheduling of multiple dates at one time. An adult (21 years of age or older) representative of the group must complete and sign the [Meeting Room Application](#) and pay any fees owed. The meeting room will only be booked upon approval of the director or his/her designee. The director or designee will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. Do not assume that the reservation has been approved upon submission of the application to the Director. Meeting room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use of the room and before a reservation is considered confirmed. Failure of payment will result in the loss of the room reservation. To assure the date you are looking for is available, please allow ample advance time.

2. Guarantee - The facility is not able to guarantee that a particular time slot will continue to be available to any organization.

RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

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The facility reserves the right to reschedule confirmed meeting room reservations to accommodate emergency Town business that may occur in extreme or emergency situations. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise. During inclement weather the facility will not be open for business.

“No-Show” Reservation - If an individual/organization fails to show for a reserved time slot, after 30 minutes the facility may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the facility of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the facility may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Director or appointed designee.

Meeting Room Policy (Code of Conduct)

Meeting room users must agree to abide by the meeting room Code of Conduct and the following Rules of Conduct specific to the meeting room use:

- 1. Contact/Registration** - Reservations can be made by contacting the facility at 781-334-6528 or e-mail at ehamlin@town.lynnfield.ma.us. The facility telephone number may not be used as a contact for the meeting.
- 2. Facility Calls** - Staff will not handle registration or meeting agenda questions concerning the organization's use of the community space.
- 3. No Interference with Lynnfield Media Studios Operations** – Public use of meeting rooms may not interfere with the LMS operation or disturb other LMS users. Meeting room users must observe the LMS Code of Conduct and all facility policies.
- 4. Electronics** - The facility is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the meeting room by room users. The facility cannot provide any electronic equipment in the meeting rooms.
- 5. False Information** - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- 6. Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the facility.
- 7. Food/Refreshments** - Alcoholic beverages are not allowed in any meeting room. The facility does not provide supplies such as cups, containers, coffee makers, etc. Please note the following regulations related to each room:

Although the meeting room has a kitchen, the meeting room kitchen is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items of light refreshments. No meals may be served. Kitchen use may require a \$200 deposit which will be returned upon inspection of the kitchen and meeting room.

- 8. Minors** – Group meetings including minors must be supervised as follows. One responsible adult per 5 minors. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain the ratio of

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at least one adult per 5 minors. No small children are permitted due to the sensitive production gear as well as areas that may injure small children.

9. Publicity - Applicant shall not promote their event with the facilities address or location without a signed, approved Meeting Room Application. Advertising materials used (flyers, posters, banners, etc) shall be submitted to the facility for approval. Publicity for events to be held in the facility must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the facility or Town, unless prior permission to do so has been given in writing. Materials should be submitted in advance. The facility reserves the right to review advertising for inappropriate material.

10. Reservation Reassignment - Groups, individuals or organizations may not assign their reservations to other groups or organizations.

11. Responsibility - Meeting rooms must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room walls. Excessive amounts of garbage must be removed by the room user. Users (the signee of the Meeting Room Application) must pay the cost to clean or repair any facility equipment, furniture, or grounds they damage. Meeting rooms shall be inspected and secured by facility staff before departure of a group or deposit refund.

The individual, who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.

12. Room Set-Up - Individuals and organizations using the facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.

13. Printed Materials/Literature – Users shall not distribute personal or group literature, brochures and other materials to patrons outside of the meeting room in the 600 building. Persons or groups using the meeting rooms shall not leave printed materials on property without prior approval of the Director in accordance with the facility policy.

14. Room Departure - Meeting rooms must be secured according to instructions provided by facility staff.

15. Rest Room Usage - The restrooms provided on site are a shared space with the Market Street tenants in building 600. Users must take care to keep them in the same condition that they were in before there events.

16. Storage - The facility is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The facility is not able to provide storage space for materials or equipment between meetings. The facility will not accept deliveries on behalf of the group. Items left in the meeting rooms will be discarded.

17. Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless The Town of Lynnfield, Lynnfield Media Studios and The Al Merritt Media and Cultural Center and its appointed officials, boards, committees, agents and employees (collectively, the

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“facility”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the facility or which the facility may pay, sustain, or incur by reason of the use of facilities by sponsoring individuals or organizations.

18. Authorization to use facilities may be revoked by the facility Director or designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Lynnfield Town Administrator. Such appeals must be submitted in writing to the Town Manager within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

19. Any unauthorized using of the Meeting Room may ban user from any future bookings.

20. Internal phone usage is restricted to facility use only. It may be used for emergencies (911) only. Any damage or abuse of the phone system shall incur charges to the user.

21. The Al Merritt Media and Cultural Center is located in building 600 which is shared with multiple businesses both on the same floor and below us. User must not use any PA amplifying systems, including music devices that may interfere with the operation of the other businesses.

22. No propping open of doors is permitted at the street level or the entrance to the facility. This is a security issue with the other tenants and with the contents within the Al Merritt Media and Cultural Center. Before your event arrangements will be made to insure that the downstairs doors are open as they are controlled electronically. Arrangements for the upstairs doors will also be made to assure easy entrance to the facility.

23. Proper Attire. Shirts, shoes and pants must be worn at all times.