

Meeting Room Policy

Dyer Library and Saco Museum provides meeting space to community organizations and individuals for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. In order to allow for the greatest use by our community, we follow the [American Library Association's Library Bill of Rights](#), article VI: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not constitute or imply DLSP endorsement of the aims, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.

Use

Reservations for meeting rooms or other Library or Museum spaces are on a first-come, first-serve basis. Library or Museum related programs or meetings have priority, and DLSP reserves the right to preempt any scheduled meeting. Preference will then be given to City events, non-profit organizations, and public meetings held by local businesses or individuals. Meeting rooms are available at no charge for local, non-commercial, tax-exempt, religious, political, cultural, civic and educational groups, with fees assessed for businesses, private meetings and social gatherings.

Available Rooms

Deering Room: This large programming room accommodates up to 60 people and can be arranged for theater style seating or various configurations with tables and chairs. There is a projector screen on one wall, and a projector can be borrowed from the Library to facilitate presentations.

Board Room: This room is set up as a conference room accommodating approximately 15 people seated at the table, and additional chairs are available to seat around the edges of the room.

Maine History Room: This room is set up as a conference room accommodating approximately 10 people seated at the table. This room also serves as a local history resource, and at some times is held specifically for research. *Second Floor, stair access only*

Museum Gallery: The rear gallery of the Museum can be used for performances or events at certain times when the exhibit schedule allows. The space can accommodate 150 people in rows, or various configurations with tables and chairs.

Upstairs Study Space: There are two small work tables at the top of the stairs in the front of the Library. These spaces are non-reservable, and available on a first-come, first-served basis. *Second Floor, stair access only*

Scheduling

All meetings should be reserved through dyerlibrarysacomuseum.org/calendar, which allows for individuals and groups to submit and manage their own requests. DLISM staff will review and approve requests within two business days of submission. Questions not answered by this policy can be directed calendar@dyerlibrarysacomuseum.org.

Meetings can be reserved up to three months in advance, and no later than two days prior to the desired meeting. When requesting a reservation, it is essential that any set-up and take-down time is included in the reservation duration.

All meetings must take place during open hours. Any meetings that may wish to use the facility after hours will require payment of staff to manage the building for the duration of the event. A DLISM employee or Trustee must be present at any meeting that extends beyond regular opening hours.

With limited space, DLISM aims to provide meeting spaces for as many groups as possible as our facilities can accommodate. Groups who meet on a regular, recurring basis are responsible for reserving a room for each meeting and are not guaranteed the space until it is confirmed by staff.

Expectations

Everyone using the facility is expected to follow the DLISM Conduct Policy. Violations of this policy during a meeting may result in termination of the meeting and/or inability for the individual or group to book the space again. Individuals who are out of line with the Conduct Policy may be asked to leave.

Meetings and events held at Dyer Library are expected to be free, open to the public, and conducted in a manner that welcomes the expression of diverse opinions and civil discourse.

All meeting organizers are expected to set up the room to their preferred arrangement, and return it to how it was found after their meeting is over. Food and non-alcoholic beverages are permitted, but any trash or recycling accumulated as part of the meeting must be bagged and disposed of by the meeting organizer. If additional cleaning is required as a result of a meeting, a charge of \$30 per hour cleaning will be assessed to the organization.

Equipment Available

DLISM will not store equipment for any group who regularly uses our space. Some office accessories and servingware may be available, please inquire when submitting the reservation request. A small kitchenette with a sink, microwave, and refrigerator can be used during any meeting. There are

ample folding tables available for setup in whatever configuration best supports the purpose of the meeting.

We have a projector and screen and a small portable microphone and speaker available for use, and it is strongly recommended that the presenting group make an appointment with a staff member to go over its compatibility prior to any reservation.

Approvals

All meetings at Dyer Library/Saco Museum are at the discretion of staff, and ultimately the approval of the Executive Director. No groups may use the DLASM space for monetary gain or fundraising purposes without the express permission of the Executive Director. While food and non-alcoholic beverages are permitted, any alcohol must be approved by the Executive Director and the Board of Trustees. If a film is going to be shown, it is the hosting group’s responsibility to procure performance rights. In some cases, the public performance license held by DLASM may apply, but this will need to be approved in advance. In the event that a reservation is not approved, appeals can be made to the Executive Director, or, as necessary, the Board of Trustees.

Fee Table

	Capacity	Non-Profit	Business or Private Event
Board Room 2 hours	15	\$0	\$40/hour
Full Day		\$90	\$275
Maine History Room 2 hours	10	\$0	\$40/hour
Full Day		\$90	\$275
Deering Room 2 hours	60	\$0	\$100
Full Day		\$75/hour	\$100/hour
Museum Gallery 2 hours	150	\$100 deposit	\$100
Full Day		\$75/hour	\$100/hour
After hours, all rooms		Additional \$30/hour	Additional \$30/hour
Cleaning Penalty		Additional \$30/hour	Additional \$30/hour

Updated by the Dyer Library Association Board of Trustees March 19, 2025