

### **ZOOM Virtual Meeting Policy**

The purpose of the Library's Zoom virtual meeting room is to support the services, activities and functions of the Berkshire Free Library. The Library provides public access to Zoom virtual meetings for educational, cultural, civic and recreational purposes of its patrons. The Berkshire Free Library operates the Zoom virtual meetings as a limited public forum and, in accordance with American Library Association's Bill of Rights, makes them available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Berkshire Free Library makes its physical Zoom meeting room and virtual meetings available on equal terms to all qualified groups subject to the regulations below:

1. The Library's virtual meeting room may be requested and facilitated by Berkshire Free Library cardholders only.
2. Virtual meeting room booking requests must be submitted a minimum of 48 hours in advance of the anticipated meeting date and time. Any changes to an accepted request must also be made no less than 48 hours in advance.
3. Permission to use a Zoom meeting room is not transferable from one individual or organization to another.
4. Zoom virtual Meeting rooms must be reserved by an adult (18 years of age or older). Persons allowing children to join virtual meetings must assume responsibility for their behavior and supervision.
5. Zoom virtual meeting rooms must not be entered more than 10 minutes prior to the scheduled meeting start time and must be vacated at the scheduled meeting end time.
6. All attendees must conduct themselves in a manner that would be acceptable and suitable in a public space (i.e.: appropriate dress and use of language).
7. All meetings must be free of charge to participants.
8. Virtual meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, programs by private for-profit health care representatives, etc.
9. If your organization or group is holding a lecture or other meeting that may be beneficial to the public, you may be asked to contact your group's program coordinator and make it a Library-sponsored open event.
10. All publicity for non-Library sponsored meetings must clearly indicate the name of the sponsoring agency. The Library shall not be identified or implied as a sponsor unless the meeting has been scheduled with the Director and is open to the public.
11. The views of opinions expressed by individuals or groups utilizing the Library's virtual meeting rooms shall not be construed as the views or opinions of the Library or any of its officers or employees.
12. To give all qualified groups access to this service, no person/group may book a virtual meeting room more than once a week.
13. Assistance with Zoom may be requested during regular Library hours and will be subject to staff availability.
14. Failure to comply with these regulations may result in the suspension of a person/group's Zoom meeting privileges.
15. Final interpretation of these policies rests with the Board of Trustees and is to be implemented by the Library Director. The Library reserves the right to deny virtual meeting room privileges at any time.

Policy Approved November 16, 2021

President John Stoughton \_\_\_\_\_

**ZOOM Virtual Meeting Request Form and Agreement**

**TERMS AND CONDITIONS:**

Permission to use a Zoom virtual meeting room is not transferable from one individual or organization to another. The person submitting this original application will be held responsible for appropriate use of the virtual room. User agrees to defend, indemnify, and hold harmless Berkshire Free Library, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities arising from User's acts or omissions under this Agreement or any act or omission of User's officers, agents or employees, contractors or persons attending the meeting with the express or implied permission or invitation of User, except as may arrive from the negligence or willful misconduct of the Library, its officers, agents, contractors or employees. In any action or claim against the Library in which the User is defending the Library, the Library shall have the right to approve legal counsel providing Library's defense and such approval shall not be unreasonably withheld. User agrees to abide by the Berkshire Free Library's Zoom Virtual Meeting Policy and rules for use and acknowledges having received a copy thereof. Further, User will be held financially responsible for any damage to the facility or equipment which occurs through User's meeting at the facility.

User/Contact Person: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Date of requested ZOOM Virtual Meeting: \_\_\_\_\_

Start Time of requested ZOOM Virtual Meeting: \_\_\_\_\_

End Time of requested ZOOM Virtual Meeting: \_\_\_\_\_

Anticipated number of requested ZOOM Virtual Meeting participants: \_\_\_\_\_

The undersigned agrees to all rules for use as stipulated above and in the Zoom Virtual Meeting Policy.

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date of Agreement

Policy Approved November 16, 2021

President John Stoughton \_\_\_\_\_