

MEETING ROOM USE and SPECIAL EVENTS

Library maintains meeting room space for use by community groups and associations, when such space is not being used for Library-sponsored programming. The Library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which states “Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations.” Authorization to use meeting rooms does not constitute an endorsement by the Library of a group or organization’s positions or beliefs.

I. Rooms Available for Public Use

The following meeting rooms are available for public use, which must be reserved in advance:

1. Wardell Community Room
Location – lower level, entrance from rear parking lot
Seating Capacity – 60
84” screen
2. Blue Conference Room
Location – main level, circulation area
Seating Capacity – 6
55” screen
3. Oak Room
Location – main level
Seating Capacity – 10

Uses of other areas of the Library will be considered on a case by case basis.

II. Application for Use

- A. Meeting rooms are available for public use during Library hours. Special requests for room use outside of Library hours may be considered. If approved, a Library staff person must be hired to be present in the building during the use of the room, at an hourly the rate to be determined by the Library..
- B. Library-sponsored events receive priority in scheduling. Availability of the meeting rooms at all other times is on a first come, first served basis.

- C. Reservations will not be accepted for a series of meetings that designate the Library as a regular meeting place for more than 12 meetings each calendar year unless an exception is granted by the Library Director.
- D. Written application for each reservation must be signed and returned to the Library for approval.
- E. The Library does not allow its meeting rooms to be used for the purposes listed below:
- Any activity which contravenes Federal, State or local law or relevant regulations, including health, safety and fire regulations
 - Commercial use, including solicitations, admission or other charges, money-raising activities, and/or sales
 - Political campaigning on behalf of or in opposition to a candidate for public office
- F. The Library may cancel a room reservation upon reasonable prior notice.
- G. Use of the meeting rooms or other areas of the Library is at the discretion of the Library Board of Trustees. If use is for a special event, the Library will require completion and execution of the Special Events Agreement.

III. Fees

Fees may be charged for use of the meeting rooms. Donations to the Library, a tax-exempt 501(c)3 organization, are welcomed.

IV. User Responsibilities

- A. Groups using the meeting rooms are expected to adhere to the Library's code of behavior, which is available at the circulation desk.
- B. Groups using the meeting rooms are responsible for any loss or damage to the facility or its equipment.
- C. Adequate adult supervision must be provided for children. In addition, children under 12 years of age must be accompanied by an adult.
- D. Groups, individuals or organizations using a Library meeting room must designate a representative in the application to be responsible for assuring proper use of the

Library and its equipment. The representative's responsibilities include but are not limited to the following:

- Proper supervision of the room and its audiovisual equipment
 - Assuring that the room is restored to the same condition in which it was found
 - Assuring payment of any costs arising from damage or loss during use
 - Assuring that all in attendance comply with the Library's no smoking policy
 - Assuring that no materials are affixed to Library walls with tacks, tape or other material that can damage the surface
 - Assuring that no alcoholic beverages are served without the prior written permission from the Library Director
 - Assuring that all food, garbage, trash, and recyclables are removed from the premises and no material is left behind after a meeting.
- E. Any group or user violating these rules may be asked to leave and/or denied future use of meeting room space.
- F. There shall be no admission charge for any event in the meeting rooms.
- G. Library personnel must have free access to the meeting rooms at all times.
- H. The Library is not responsible for the safety or welfare of anyone using its meeting room and is not responsible for property left behind after a meeting.
- I. Groups may be required to submit proof of insurance for any use of the Library for events that are not sponsored by the Library.

V. Publicity

- A. In all advertising and press releases, it must be made clear that the sponsoring organization should be contacted directly for information regarding the event and a contact name and method must be provided.
- B. A statement of sponsorship must appear in all advertising and/or press releases using the following phrase: This program is sponsored by (organization's name) and will be held in the (name) room of the Scoville Memorial Library.

VI. Additional Guidelines Governing the Use of Library Meeting Rooms

A. The Library, its Board of Trustees, employees and agents are not liable for any claims arising out of the use of the Library meeting rooms. At the Library's request applicants may be required to sign an indemnification or hold harmless agreement before using a meeting room.