

## 1.2 MEETING ROOM POLICY AND PROCEDURES

The meeting rooms at the Atwater Memorial Library and the Edward Smith Library are available as a community service to the people of North Branford and for the use of Library-related activities and programs that are sponsored by and/or promote Library services. The North Branford Library Department provides meeting rooms for public use at the Atwater Memorial Library and the Edward Smith Library. The meeting rooms are available for reservation when not being used for Library purposes. The Library facilities can accommodate a variety of activities, ranging from small events to informal meetings. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library service. Use of the meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town of North Branford. The Library Board subscribes to Article VI of the Library Bill of Rights, which states, "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."

### ROOM CAPACITY AND ACCESSIBILITY

#### Seminar Room:

- Capacity: 6 (Atwater Memorial Library and Edward Smith Library)
- 1 table with six chairs
- Meetings in the Seminar Room must take place during regular Library operating hours
- Accessible to people with disabilities in accordance with the Americans with Disabilities Act. The Seminar Room at the Atwater Library is wheelchair accessible via a wheelchair lift

#### Community Room:

- Capacity: 36 (Atwater Memorial Library) and 34 (Edward Smith Library)
- Kitchenette includes full refrigerator and sink
- Access to rest rooms during and after Library hours
- 5 folding tables with 28 chairs (Edward Smith Library)
- 5 folding tables with 36 chairs (Atwater Memorial Library)
- All meetings or events must start during regular Library operating hours; meetings in the Community Room are allowed to extend past regular Library operating hours with the understanding that the building will be locked and groups cannot re-enter the Library once they exit.
- The following equipment is available in each Community Room:
  - TV mounted to wall with HDMI cable connection (Atwater Memorial Library)
  - Projector available with laptop on A/V cart
  - White boards

- Lectern (Atwater Memorial Library)
- If a group requests to use Library equipment, the Library must be notified at least a week in advance of the meeting or event. The group using the meeting room is responsible for familiarizing themselves with Library-provided equipment, prior to the scheduled meeting or event. Library staff will not be responsible for troubleshooting equipment during a meeting or event.
- Accessible to people with disabilities in accordance with the Americans with Disabilities Act.

## **GENERAL RULES/GUIDELINES**

Meeting rooms of the North Branford Library Department are available free of charge on a first-come, first-served basis.

Priority for applications reserving the use of the meeting rooms is given in the following order:

1. Library sponsored or co-sponsored meetings or programs
2. Library related meetings or programs
3. Library staff
4. Town of North Branford Boards and/or Commissions
5. Local governing bodies and administrative boards serving the North Branford community
6. Educational, civic, charitable or cultural organizations and non-profit groups operating in and/or serving the North Branford community

The following uses of the Library meeting rooms are not allowed, unless prior approval has been given by the Library Director:

1. Commercial or for-profit functions including the sale or promotion of products or services, or the solicitation for later sales or client contact
  2. The collection or solicitation of fees, dues, or donations, except at Library-sponsored events
  3. Social events, including, but not limited to, showers and birthday parties
  4. Programs or meetings likely to disrupt the use of the Library by others
- Any person using a meeting room must complete and sign a Community Room and Seminar Room application. The applicant must be willing to assume responsibility for the group as well as any fees or damages incurred during the use of a Library meeting room. Only persons 18 or older may sign the application form. A responsible adult must accompany groups of persons under the age of 18.
  - All activities and programs conducted in Library buildings are subject to the general policies, rules and regulations of the North Branford Library Department as well as applicable federal, state and local laws.

- All meetings shall be open to the public. No admission fees may be charged. Money raising activities are prohibited in the Library's meeting rooms unless all proceeds go to the Library or prior approval has been given by the Library Director.
- Groups may not publicize their activities in such a way as to imply Library sponsorship. Library personnel must have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library policies, rules and regulations.
- Use of the meeting rooms must not interfere with the normal operation of the Library.
- No group may consider the Library its permanent meeting place or use the Library's mailing address as its mailing address. The Library address and phone number may be publicized only as the location of the event and as a source to contact to verify event date and time.
- The Library is not responsible for security of property owned by groups using the Library nor is it responsible for theft, damage or loss of property of others.
- The library may not be used to store equipment, materials or supplies.
- Groups and individuals agree to hold harmless the Town of North Branford, and its Boards and Commissions, and its employees for any injuries arising from the use of meeting rooms.
- Minors under the age of 18 may use the meeting rooms only under direct and constant supervision of adults who assume full responsibility for activities and conditions.

## **USE/CARE OF THE ROOMS**

Groups using the meeting rooms are responsible for:

1. Restoring the meeting room, including tables and chairs, to the original condition in which it was found. Failure to leave the facilities in the same condition as when the group arrived will result in the loss of the privilege to reserve the meeting rooms. Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program during the assigned time of use. Such damage shall be reported promptly to the Library Director, who will supervise cleaning or repairs and assess the cost to the user.
  2. Ensuring all doors are closed and secured upon exiting the Library.
  3. Setting up chairs, tables, equipment, etc.
- Food and refreshments are permitted in the meeting rooms. Groups must supply their own coffee, condiments and paper products. All beverages need to be covered, and prior to leaving the meeting room, all food and beverages must be disposed of in the receptacles provided. All garbage shall be removed from the facilities immediately after the event.
  - No material, including signs, posters, or decorations, may be affixed to the wall surfaces, doors, or ceiling by any means whatsoever.

- Smoking, vaping and alcoholic beverages are not permitted.
- Groups must adhere to posted fire codes regarding the number of persons allowed in the meeting rooms.
- Use of candles, incense or other open flames is prohibited. Use of hazardous materials is prohibited.
- All entrances, exits and pathways in the meeting rooms must remain clear at all times.

## **RESERVATION/REVOCATION RULES**

Reservations may be made in person or by phone, calling 203-315-6020 for the Atwater Memorial Library and 203-484-0469 for the Edward Smith Library.

- Meeting rooms may be requested up to three months in advance of the use date.
- Organizations may not, in advance, excessively book a meeting room. The Library shall limit a group to three bookings in place at one time.
- Meetings may last for up to three hours, or longer with the approval of a Librarian or Library Director.
- Meeting room applications are available online at [www.nbranfordlibraries.org](http://www.nbranfordlibraries.org) or in-person at the Atwater Memorial Library and the Edward Smith Library. Completed and signed applications must be submitted prior to using the meeting room.
- The Library reserves the right to revoke permission to use the meeting rooms if any individual or organization does not comply with these regulations.

## **CANCELLATIONS**

- Cancellations must be made prior to the scheduled meeting. Failure to do so may forfeit the right of the group to reserve the meeting rooms in the future.
- When it is necessary for a group or organization to cancel a reservation, the Library where the meeting is taking place should be notified immediately.
- The North Branford Library Department reserves the right to cancel any reservation due to unforeseen circumstances, adverse weather conditions or other emergency reasons.

**FEES**

TYPE OF ORGANIZATION	COMMUNITY ROOM	SEMINAR ROOM
Local tax-supported civic and government agencies or boards (including schools)	No fee	No fee
Non-profit groups and organizations (including local recognized civic and service organizations and local athletic and sports-affiliated groups)	No fee	No fee
Commercial use by businesses, private individuals and parties, and for-profit organizations conducting meetings not open to the public	Prohibited	Prohibited

*Approved by the Library Board June 19, 2019*