

BRAINERD MEMORIAL LIBRARY
COMMUNITY ROOM USE GUIDELINES

Statement of Purpose

The Board of Trustees views the use of the Community Room as an extension of Library services. The room will be available free of charge to the Library community in its broadest sense. The availability of the Community Room reflects the educational, cultural, social, and recreational role the Library plays.

The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the given Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Eligibility

- Priority for the use of the Community Room is assigned to the Library and to Library-affiliated groups.
- As otherwise available, the Community Room may be reserved for use by local non-profit organizations and/or local civic groups.
- Local for-profit organizations may use the Community Room for continuing education, training, and/or seminars at a moderate fee.

Policies Governing the Use of the Community Room

The room is available by advance reservation . Special stipulations are made for use of the room outside the normal service schedule. See **After Hours Use of the Community Room** below.

Maximum approved occupancy for the room is 50. No groups larger than the approved occupancy will be permitted in the room.

There are no charges for the use of the Community Room by non-profit agencies (except for after hours staff coverage), although donations to the Library are always gratefully accepted. A deposit may be required.

Written and signed applications for the use of the room should be submitted for the Library Director's consideration and approval well in advance of the desired reservation date Applications are available upon request at the main service desk.

Applications require a statement of purpose and the nature of the activity for which the Community Room will be used. The names of two responsible persons, who will accept responsibility for any damage or loss of property during the use of the room, are also required. At least one of the persons identified on the application must be in attendance during the event.

The Library owns tables, chairs, and equipment that may be used for meetings. Use of personal and Library-owned audiovisual and electronic equipment is permitted. Users of Library-owned equipment must be thoroughly trained in its use in advance. Responsible parties will be held accountable for any damage.

Copies of press releases, flyers, or other publicity associated with Community Room use must be submitted to the Library Director for review before being released to the media and/or being publicly posted.

Youth groups unaffiliated with the Library and using the Community Room must designate an adult to be responsible for their supervision. Such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises. In the event such an adult supervisor cannot be present, the meeting or activity must be canceled.

Dependent on the number of people and the nature of the activity, a refundable deposit of \$25.00 may be required of those who reserve the Community Room. The responsible parties are accountable for the following:

- Room set-up other than what is provided by the Library according to the room application
- Room supervision
- Restoring the room to its original condition

Each applying group/organization will be held responsible for the preservation of order by those in attendance.

Should damage or loss be sustained by the Library, restitution will be expected in full. .

It is the responsibility of the group/organization reserving the room to let the Library staff know as soon as possible if the room will not be needed.

After Hours Use of the Community Room

After closing

Except by special arrangement, all event participants must be out of the building by closing.

In the interests of safety and building security, it will be necessary for the Library Custodian or another assigned Library staff person to be present for the duration of the event and to conduct closing procedures following. Should special arrangements need to be made, and library staff is required to stay, the group using the Community Room is responsible for paying for the requisite Library staff. In the event that a staff member cannot be secured for closing the building, the event will have to be rescheduled.

On CLOSE days

It is not possible for the general public to reserve use of the Community Room on days when the Library does not open. Only Library and Library-affiliated events may be scheduled on those days.

General Limitations

No group may use the Community Room if its activities might in any way interfere with or disturb the regular Library routines.

The granting of permission to use the Community Room does not constitute an endorsement by the Library Staff or Board of Trustees of a given group/organization or its members' beliefs. Publicity for the event should not imply Library sponsorship or affiliation.

The Library reserves the right to cancel any event because of adverse weather conditions or for other reasons of an emergency nature.

Smoking is not permitted.

Only light refreshments can be accommodated, due to the limitations of kitchen facilities. If food and beverages are to be served, the Library Director must be consulted in advance.

Any serving of alcoholic beverages must be approved by the Board of Trustees.

Nothing other than works of personal authorship may be sold/offered, or exhibited/displayed for sale at events scheduled in the Community Room. Gambling or illegal activity in any form, including the sale of tickets for awards (i.e. raffles) is expressly prohibited.

The Community Room cannot be closed off to the public. Any activity held in this space must be suitable for all ages.

No materials may be affixed to wall/door surfaces without prior permission from the Library Director.

The Library Director on a case-by-case basis will consider storage of materials either before or after the reserved time.

The Library reserves the right to seek references from any group before granting permission for its use of the Community Room.

The Library assumes no responsibility for the loss or damage of property belonging to the reserving group/organization or to any individuals attending the meeting/event.

Violation of policies governing the use of the Community Room could result in eviction from the room and/or in denial of future use of the facilities.

Neither the Library Board of Trustees nor the Town of Haddam or their employees or agents is liable for any claims rising out of the use of the Community Room.

PLEASE NOTE: Exceptions to any of the above stated guidelines may be made only with the approval of the Library Board. The Library Board also reserves the right to modify these guidelines at any time in response to changing conditions.

Approved by the Board of Trustees: 5.08.97

Amended 9.22.98

Amended 6.27.00

Amended 11.29.05

Amended 1/27/09

