

West Hartford Public Library

POLICY MANUAL

Title: Meeting Rooms -- Rules for use . . .

Revised February 26, 2018

The primary use of meeting rooms is to provide appropriate space for programs and functions that are organized or presented by the West Hartford Public Library. As a community service, library meeting rooms may at times be used by non-profit West Hartford organizations and town departments, at the sole discretion and timing of the library. The library reserves the right to inspect and control all functions in its meeting rooms, and to limit or prohibit any use of its meeting rooms.

Those applying to use the library meeting rooms must agree to, and adhere to, the following:

REQUIREMENTS. Meeting room space is for specific organizational events rather than for recurring meetings. The meeting room shall not be used for political campaign activities or rallies, partisan events, religious assemblies, or fundraisers (except those which may benefit the library). The meeting room shall not be used for private social events such as parties, showers, anniversaries, or receptions. Library-sponsored groups (e.g., West Hartford Fiction Writers, Connecticut Screenwriters, Faxon Poets) may use the meeting rooms as needed, with library approval.

RESERVATIONS. No more than two reservations in any 60 day period are allowed. No applications will be accepted earlier than two months before the desired meeting date. (For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.) No group may transfer the use of a room reservation to another group or individual. Room reservations must be made at least one week before the room is needed.

BOOKING PROCEDURE. Registration is online via the library's website. Registration requires a West Hartford Public Library card number and a non-profit status. . All applications are subject to the approval of the Library Director and proof of insurance may be required.

SET-UP. Library meeting rooms are to be used "as is," meaning that the library does not set up, rearrange, or take down furniture for groups using rooms. Each group will set up furniture, if needed, and take it down at the close of its meeting.

EQUIPMENT. The library does not offer any support materials or equipment such as easels, projectors, or computers. No technical support is available.

TIMELINESS. Individuals booking meeting room must arrive at least 30 minutes before meeting time and report to a library service desk.

KITCHEN/FOOD. Kitchen facilities are not available. Food and drink is not generally allowed unless special permission is requested and received.

CLEANLINESS. All meeting rooms and the kitchen area must be left clean and orderly. Any organization not complying will be denied future use of this facility. The individual booking the

room is responsible for any damage that occurs as a result of the booking, including stains on the carpet. Items are not to be taped or posted on the walls.

15-MINUTE RULE. Meetings must end 15 minutes before the library closes, at which time the room must be vacated.

CANCELLATIONS. The library retains the right to cancel any meeting room reservation granted to an outside organization for operational reasons. The library will provide as much notice of the cancelled reservation as is possible.

ROOM CAPACITY. Attendance is limited to the room capacity posted by the Fire Marshall. All exits must be completely unobstructed at all times.

PUBLICITY. Publicity is the responsibility of the organization using the room. The library will not publicize meetings, and meeting reservations do not appear on the library calendar.

PHOTOGRAPHING AND RECORDING. Photographing and/or recording (audio or video) of public programs in the library meeting rooms must be previously authorized by library staff.

EXCHANGE OF MONEY. Meeting room use is not allowed to serve as a platform to generate income for any group or individual. No exchange of money (such as an admission fee, registration fee, donation or solicitation) is allowed in connection with, prior to, during, or as a result of any events held in library facilities. Exceptions to this rule may be made for library-sponsored programs such as author talks or musical acts, where the sale of books or CDs may be allowed as a convenience to program attendees.

LOSS OF PROPERTY. The Town of West Hartford and the West Hartford Public Library, its Director, Board, employees, and volunteers assume no responsibility for loss, theft, or damage of any property, of any group or individual using a library meeting room and, in addition, assume no responsibility for the personal injury (including death) of any individual using a library meeting room unless such property damage or personal injury is directly caused by the sole negligence or intentional tort of the Town, the Library, or its representatives.

ENDORSEMENTS. The fact that a group is permitted to meet does not constitute an endorsement of the group's policies or beliefs by the West Hartford Public Library. All advertisements, announcements, press releases, flyers, etc., relating to meetings must not imply that the event is sponsored by the West Hartford Public Library. The library may not be used as a mailing address.