

## **Library Meeting Room Use Policy**

The E.C. Scranton Memorial Library (Library) has several meeting rooms available for public use. Library functions have first priority and the Library reserves the right to preempt non-library use. When the meeting rooms are not needed for Library activities, nonprofit and community organizations serving the Madison community may use the meeting rooms for educational, civic, and/or cultural programs in keeping with our mission to “improve the quality of life for all Madison residents by providing access to information, fostering lifelong educational and cultural learning, and cultivating relationships among our residents through the exchange of ideas.”

The Library reserves the right to impose limitations on the length and frequency of use of the meeting rooms by any one individual or organization, to allow others to have the opportunity to make use of these spaces. The Library reserves the right to charge for individual/private use of the meeting rooms.

The Library assumes no responsibility for loss, theft, or damage of any property of any individual or organization using the Library’s meeting rooms or facilities, and in addition, assumes no responsibility for the personal injury of any individual using the Library’s meeting rooms.

Requests for use of a meeting room must be made by completing an application. Applicants must be at least eighteen years of age. The organization using the meeting room must assign one person responsible for the proper use of the meeting room in accordance with the Library’s guidelines. The Library reserves the right to cancel any/all programs scheduled to take place on its property for any reason.

*Approved by the Library Board of Trustees 12/9/2019*

### **Meeting Room Use Guidelines**

- Library Meeting Rooms are self-serve spaces for community use. As such, individuals and/or organizations are responsible for their own set up of tables and chairs and must follow the Library’s “Clean Up Check List” before leaving the room. If needed, Library staff will unlock the Community Room Closet and turn on A/V equipment. All other set up and clean up is the responsibility of the individual/organization and must be completed during the set up and teardown time specified in the reservation application.
- The single door in the Johnson Community Room should be used as an exit only. Staff will not unlock this door for use as an entrance.
- Organizations are liable for any/all damages to Library Property.
- Meetings must conclude 30 minutes before the Library closes and meeting rooms must be completely vacated and cleaned appropriately 15 minutes prior to closing; unless after hours use has been approved in advance.

- Use of Library A/V equipment must be requested at the time of application. A laptop and several cables are available to be used in conjunction with our screens and projectors, however, it is suggested that you bring your own if possible. Technical assistance is not guaranteed to be available at the time of your meeting. It is recommended that you schedule A/V training with a staff member prior to the date of your meeting.
- No solicitation or proselytizing is allowed and admission may not be charged. No raffles, gambling, or bingo is allowed. No direct sale of goods or services is permitted. Special exceptions may be made at the discretion of the Library Director.
- No fundraising activities will be allowed, except for those benefitting the Library.
- Items may not be taped or tacked to walls, doors, pillars, etc. The use of candles, flammable liquids, and/or any open flame is prohibited.
- If food is to be served, the individual or organization is responsible for providing all food products, utensils, dishes, napkins, etc. and for clean-up and removal of all items. Further, it is the individual's or organization's responsibility to observe all relevant health codes.
- No alcoholic beverages are allowed, except by special arrangement with the Library Director, proof of insurance coverage as specified by the Library, and a temporary liquor permit per CT state regulations. All documents must be submitted to the Library at least one week prior to the event and a copy of the liquor permit must be displayed at the event.
- The Library, at its discretion, may require proof of liability insurance for special events. Additionally, the Library, at its discretion may require purchase of a special event insurance policy through the Town of Madison Tenants' and Users' Liability Insurance Policy (TULIP).
- All publicity for non-library sponsored events is the responsibility of the individual or organization using the meeting room and will contain the disclaimer "This event is neither sponsored nor endorsed by the Scranton Library."
- Meetings that interfere with regular Library use will not be permitted. This includes, but is not limited to, excessive noise and/or attendees blocking access to library resources or hallways. Additionally, staff may access meeting rooms at all times if necessary.
- Adherence to the Library Code of Conduct is mandatory at all times. The organization using the meeting room is responsible for ensuring that all attendees adhere to Library guidelines. This includes ensuring appropriate supervision for all children in attendance, as outlined in the Code of Conduct.
- The Organization will be responsible for ADA requests made by meeting participants.
- All federal, state, and local ordinances, as well as the regulations and Codes of the Police, Fire, and Fire Marshall Departments relating to public assemblies, must be strictly obeyed.
- Future applications may be rejected and permission may be withdrawn for future events due to violation of Library rules or conduct inconsistent with meeting room policies and guidelines.

### **Clean Up Check List**

- It is not necessary to put tables and chairs back the way you found them. The next group to use the room will rearrange them as needed.
- Make sure that you take all items that you brought with you.
- Wipe tables and chairs with provided wipes, if needed (i.e. if food has been served or craft supplies have been used).
- Put all trash in provided receptacles. If there is more trash that will not fit in the receptacle, please bag and remove it. Outdoor trash bins are located in a small enclosure along the East side of the building, next to the Boston Post Rd. driveway.
- Shutdown screen/projector (if used) by clicking on the shutdown button at the bottom left hand side of the control screen by the door.

Thank you!