

## **NEW BRITAIN PUBLIC LIBRARY MEETING ROOM USE POLICY**

The Board of Trustees of the New Britain Public Library makes the Library's meeting rooms available to the public to further the Library's stated mission. The booking of a meeting space does not imply library endorsement of the content and speakers of meetings held in the Library. In making such space available, the Library Board aspires to meet the principles set forth in the Library Bill of Rights.

### Room Use Priority

1. Library-sponsored events are given priority in scheduling use of the meeting rooms. The Library reserves the right to reschedule or cancel meeting room reservations by members of the public, in order to accommodate library programming or other needs. Every attempt will be made to provide reasonable notice and alternatives.
2. Friends of the New Britain Public Library-sponsored events such as the Friends Book Sales.
3. Literacy Volunteers of Central Connecticut training and activities.
4. All other organizations wishing to use the room for non-commercial purposes.

### Definitions

Groups are considered Not-for-Profit when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-Profits include 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)8 corporations, as well as unincorporated associations, groups, or clubs. Home Ownership Associations (HOA's), condo associations, and commercial ventures of any kind are excluded from this classification.

### Meetings

When not needed for Library use, the meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.

- Meetings must be open to the public without charge. Exceptions for private meetings, such as staff training that benefits the community, can be made with approval from Library administration.
- All groups or individuals using the meeting rooms must abide by the Library's Code of Conduct.
- Meetings may not disturb the normal operations of the Library.
- The sale, advertising, solicitation or promotion of products or services is not allowed in the Library's meeting rooms.
- Except for Library sponsored or co-sponsored events, booking organizations or individuals may not charge admission fees, fundraise, or collect donations on Library premises.
- The Library may not accept reservations for a series of meetings which would designate the Library as the regular meeting place for any organization.
- Meeting rooms may not be used for private events or parties.
- The Hawley Room can only be reserved by organizations/groups who work with children.

- Based upon information contained in the application, the Library reserves the right to decline meeting room requests that do not meet the spirit of this policy.
- The number of people attending any meeting must not exceed the posted limit as set forth by the fire marshal.

### Hours

Meetings may begin no earlier than 9:00 a.m. Monday through Saturday, and end no later than 7:30 p.m. Monday through Thursday and 4:30 p.m. Friday and Saturday. Sundays are not open for meeting room use.

### Reservations

- Reservations must be made in order to use the meeting rooms. Reservations for the Community Room may not be made for more than two months in advance.
- The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or designees to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.
- Groups or individuals failing to show or notify library staff of cancellation at least 24 hours in advance of their scheduled meeting time may have future reservations canceled. Reservations may be forfeited if a group or individual does not arrive within 15 minutes past the scheduled start time.
- The person who signs the reservation agreement must be at least eighteen (18) years of age and assumes full financial responsibility for paying any charge that may result from damage to a meeting room, furnishings, or equipment while being used by the group.

### Responsibilities of Users

- All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- Users must respect the start and end times of their reservation.
- Groups may use the library's projector screen but must provide their own computers and adaptors. Library staff may not be available to set up or help with technology.
- Users are responsible for returning the room to its original arrangement and clearing all group or organizational items at the end of the meeting.
- Users must clean tables, chairs, and carpet as necessary.
- Users serving refreshments must bring their own supplies.
- Exterior doors are to remain closed.
- All news releases, publicity, or advertisements relating to any program or meeting held in the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library.
- The Library is not responsible for any accidents that may occur on Library property to individuals attending programs or meetings in the Library. Organizations using the meeting room will be held responsible for any accidents occurring as a result of the group's activities.
- Any individual or group that abuses the meeting room privilege shall lose the right to use the meeting room.

### Liability

- Groups or individuals using a meeting room are responsible for all damages to Library property resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the group.
- All meeting room users agree to hold harmless the New Britain Public Library from and against any and all liability which may be imposed upon them, or for any injury to persons or property caused by the organization or any person connected with the meeting.
- The New Britain Public Library assumes no responsibility for any property placed in the Library in connection with a meeting; and the New Britain Public Library is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of use of a meeting room.

### Amendment of Rules

The Library Director is authorized to establish reasonable regulations governing use of the meeting room in alignment with the Library Bill of Rights.