

## **Public Meeting Rooms Policy Avon Free Public Library**

### **Statement of Purpose**

The Board of Directors of the Avon Free Public Library views the public's use of the Library's meeting rooms as an extension of library service. The rooms should be available for use to the library community in its broadest sense and reflect the educational, cultural and social role the Library plays. Rules and guidelines are made to ensure that such use does not interfere with the normal operation of other library services.

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

### **Eligibility for Meeting Room Use**

An application for use must be on file before the group's meeting or to reserve a date for future use.

The meeting rooms cannot be used for the promotion of commercial interest or for financial gain. No admission fees may be charged to attendees of any meeting or program and nothing may be sold. Fundraising or solicitation of donations is not allowed unless it is for the benefit of the Library. 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.

The individual or group filing the application for room use must be from Avon. In the case of organizations, only those having Avon residents as a majority of its membership may use the meeting rooms, except in cases of meetings of state- or area-wide organizations having some Avon residents as members. Exceptions may be made for organizations that do not have residents of Avon as members, but whose proposed room use would significantly benefit the Avon community.

The Community Room may be booked by adults 18 years and older only. Other meeting rooms may be reserved by those in 7<sup>th</sup> grade or older. Younger children may use the meeting rooms, but only if the meeting or activity is attended by one adult (21 years of age or older) supervisor for each ten youths. The adult supervisor must sign the application for the use of the facilities and shall assume full responsibility for the entire group. Such responsibility shall include complete supervision of the group for the duration of time that they are at the Library.

Failure to comply with these rules may result in denial of future applications for room use.

## Availability and Application for Use

There are multiple meeting rooms available for public use by groups.

1. Community Room, capacity 250 people (130 with tables and chairs)
2. Conference Room, capacity 12-15 people
3. Board Room, capacity 12 people
4. Group Study Room # 4, capacity 12 people

The Quiet Study Rooms on the first and second floors may not be reserved or booked for meetings of any size, and are intended for quiet study only.

The White Room, a collaborative multimedia lab with space and tools for up to six people, may be reserved and used by the public on a per project basis. For information about the White Room and how to reserve it, please visit <https://avonctlibrary.info/resource/white-room/>.

Meeting rooms are generally available for use during regular Library hours only. The Community Room may be available for use during times the Library is closed with prior approval of the Library.

Meeting rooms are available on a first-come, first-served basis. The Library reserves the right to cancel or modify room reservations in the event they conflict with library programs or services. The following priorities will prevail in case of conflict.

1. Avon Free Public Library, including co-sponsored events and partners
2. Friends of the Avon Free Public Library
3. Town of Avon, including the Avon Public Schools
4. Avon community organizations and non-profits
5. Businesses or private individuals presenting free programs, open to the public
6. Businesses or private individuals using the rooms for closed meetings

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's beliefs or purposes by the Library or the Town of Avon. All invitations and publicity must include contact information for the group and the following disclaimer, in minimum 12 point font: "This event is not sponsored by the Avon Free Public Library."

Written application for each date requested must be filed with the Library's administrative office, preferably at least 2 business days prior to use. The application must be signed and returned to the Library before the room is used. A group or individual is not allowed to have more than twelve (12) room reservations on the calendar at any one time.

The Library Director or his/her designee shall have the sole discretion to determine that the activity fits within the guidelines of this policy and approve or deny the application. Any person or group denied use of a meeting room may file an appeal with the Library Board of Directors for review.

### **General rules and limitations**

Groups or individuals using the meeting rooms will be responsible for:

1. setting up chairs, tables, etc. and putting them away after your meeting
2. proper supervision of all attendees and guests, including assuring that occupancy limits are not exceeded
3. restoring the room to the same condition in which it was found
4. costs resulting from any damage or loss during use

All rules in the Library's Behavior Policy apply to anyone using the meeting rooms.

Applications for use of the meeting rooms may be submitted up to six months in advance. No more than 12 dates may be requested by the same individual or group during any six month period.

Refreshments may be served in the Community Room only. The kitchen area in the Community Room has a sink, microwave oven, warming drawer, refrigerator and coffee maker. The kitchen must be cleaned after use and no leftover food may be left at the Library.

Alcoholic beverages are prohibited. Exceptions for wine and beer may be requested by applying to the Library Director at least one month in advance of the requesting group's meeting. All exceptions must be approved by the Library's Board of Directors.

If a group requires use of the Library's audio-visual equipment or internet access, the user must make arrangements to be thoroughly trained in advance of the meeting date and will be held responsible for any damage to equipment or software resulting from improper use. Library staff cannot necessarily provide technological help during a group's meeting. If using your own technology, it is strongly suggested that you meet with Library staff prior to your event to ensure compatibility with our systems.

There is no charge to use the room or any audio-visual equipment, but use of the Library's piano at your event requires a \$100 fee, due at the time of application. The piano will not be specially tuned for any event booked by a member of the public, except at their own expense.

No material may be affixed to wall surfaces.

No open flame (candles, Sterno, etc.) is allowed.

For use of the Community Room before or after regular Library hours, a responsible adult designated in the application must sign out the key fob to the building. Keys must be signed out during regular library hours on the day of, or the Library business day immediately preceding, the event. The key must be returned promptly after the event, either to Library staff if the Library is open or through the book drop if the library is closed.

Any individual or group that uses a meeting room pursuant to this policy does hereby agree to indemnify, hold harmless and defend the Avon Free Public Library, Inc., its Board of Directors, officers, employees and agents from and against any and all claims, actions, causes of action, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including reasonable attorneys' fees) of any kind that may arise out of, relate to, or result from the use of any meeting room by any such individual or group.

The Library is located in a residential neighborhood. Each organization is expected to use normal courtesies when arriving or leaving the Library property. The Library's parking lot accommodates over 100 cars, but during regular Library hours, at least half of these should be available for Library staff and patrons. Arrangements should be made for carpooling or off-site parking if the event is expected to draw over 50 attendees.

Adopted by the Board of Directors, Avon Free Public Library, May 20, 2014  
Revised by the Board of Directors, Avon Free Public Library, March 20, 2018