

Room Use Policy

The Case Memorial Library Commission views the use of its rooms as an extension of library service. The rooms are available to groups or organizations devoted to educational, cultural and civic activities. Authorization given by the library for the use of its meeting rooms does not constitute endorsement or sponsorship of the organization using such rooms, or of the views expressed by its members or attendees.

SPACE AVAILABLE AND CAPACITY

- ❖ Meeting Room – maximum of 150 people (a maximum of 75 seated)
 - ❖ Conference Room - 40 people
 - ❖ Children’s Craft Room – 24 people, at the discretion of the Library Director or authorized personnel.
 - ❖ First Floor and Second Floor Study Rooms – 1-6 people
- A written application for the use of the Meeting Room, Conference Room, or Children’s Craft Room must be made at least two (2) weeks prior to the event by a member of the applying organization who is twenty-one years of age or older. These rooms are to be used by organizations for meeting and program purposes. They are not available to individuals. The attached *Hold Harmless and Indemnification Agreement* must be signed by the applicant and returned to the library at least two (2) days prior to the first meeting. Availability of the rooms shall be on a first-come, first-served basis, providing that library-sponsored programs shall have priority in case of conflict.
 - *Non-profit organizations* may book rooms for ongoing use, one (1) meeting per month, in three-month time blocks. *For-profit organizations* may book rooms once every six (6) months. Applications for such use must be renewed every six (6) months.
 - A written application is not required for the use of the First Floor and Second Floor Study Rooms. The applicant’s signature on the sign-up sheet for these rooms constitutes an agreement to abide by the terms and conditions of the Case Memorial Library Room Use Policy posted in each room. Individuals or groups are limited to one (1) hour per sign-up session. Availability of the rooms shall be on a first-come, first-served basis. They cannot be reserved.
 - Permission for the use of the rooms shall be granted by the Library Director or authorized personnel on an equitable basis, regardless of the beliefs or affiliations of individuals or organizations requesting their use. Permission may be refused and ongoing use may be terminated if the Library Director deems there has been any material failure by the applying group to comply with the General Rules and Limitations set forth in this policy. If permission is refused, the applicant may appeal to the Library Commission.

ROOM AVAILABILITY

- Rooms are available for use from 10 a.m., when the library opens, until closing.
- Functions in the Meeting Room, Conference Room and Children’s Craft Room may be held beyond regular library hours only on days when the library is open until 8 p.m. The function must begin at or before 7:30 p.m. and conclude by 9:30 p.m.; exceptions are Town and library-sponsored meetings.
- When a function concludes after 8 p.m. it is the organization’s responsibility to vacate the building promptly by 9:30 p.m. as the alarm and security systems are activated automatically.
- The First Floor and Second Floor Study Rooms may only be used during regular library hours.

FEES

- There is no fee for use of the rooms by any *non-profit organization*. In order to use the meeting rooms without charge, the organization must provide proof of current tax exempt status.

- *For-profit organizations* will be charged a *non-refundable fee* of \$150.00 for use of the Meeting Room and \$100.00 for use of the Conference Room, up to four (4) hours. For each additional hour or part thereof, a fee of \$50.00 will be charged for the Meeting Room and \$25.00 for the Conference Room.
- Fees are due and payable when the application is filed.
- There will be a \$25.00 fee for checks returned due to insufficient funds.
- There shall be no admission charge to any meeting or event. However, for programs requiring the purchase of materials for use or consumption by those attending, a small materials fee may be charged. Pre-registration and payment of the fee is required for such programs.
- No sales may be conducted on library premises except at library-sponsored events.

GUIDELINES FOR USE OF ROOMS

- Groups are limited to the stated capacity of each room.
- If meetings are scheduled to continue beyond regular library hours, the group's authorized representative must explain the proper after-hours exit procedure (instructions available from library staff) at the start of the meeting to attendees.
- With prior notification the following equipment is available for use in the Meeting Room or Conference Room: up to 75 chairs and 4 tables, podium, lectern, slide projector, overhead projector, TV, VCR. Groups using the room are responsible for leaving the tables and chairs in the same configuration as they were.
- The applicant must inform the librarian-in-charge, in writing, of any damage to the room or equipment prior to its use, or else be held responsible for such damage.
- One adult supervisor twenty-one years or older must be in charge of every ten members of a youth group. The supervisor who signs the application shall assume full responsibility for the entire group.
- No group may use the meeting rooms if its activities in any way interfere with or disturb the regular library routines.
- The walls of the Meeting Room are reserved for ongoing exhibitions by local artists. Unless authorized by the exhibiting artist, individuals or groups using the room may not, under any circumstances, handle or move paintings and other art objects on display.
- No posters or signs are to be tacked to the walls.
- No smoking.
- No alcoholic beverages, even with a liquor permit.
- Rooms may not be used for social events, including but not limited to parties, receptions, and recitals.
- Gambling in any form, including the sale of tickets (raffles), shall be prohibited.
- Anyone using audio-visual equipment must be fully familiar with its use and will be held responsible if there is damage.
- Groups using video cassettes or DVDs in the meeting rooms must secure all necessary performance rights or agree to indemnify the library for any failure on their part to do so.
- All meetings must be open to the public without charge.
- Kitchen facilities are limited to the making of tea or coffee. The group must supply its own coffee maker. The microwave, range and oven are solely for the use of library staff and are not available to the public. Cleanup is the responsibility of the organization and must be completed by the close of the meeting. All trash and garbage bags should be left neatly tied and large trash items should be removed by the group.
- The organization, individual, or group sponsoring a meeting assumes full responsibility for damage to the room or its contents.
- Accidents must be reported immediately to library personnel. After-hours accidents must be reported as soon as the library opens the following day.
- The use of candles or flammable liquids is prohibited.
- Storage space is limited in the basement and may only be used with permission of the Library Director.
- A sign will be posted in each room stating that the library does not advocate the viewpoint of the meetings or the meeting room users.
- The name, address, and phone number of the library may not be used as the sponsor or official address of any organization using the meeting rooms, nor may any non-library group using the meeting rooms publicize its activities in such a way.
- The organization using the meeting room is responsible for supervising the meeting and ensuring that meeting attendees adhere to library guidelines, procedures and policies. Meetings that interfere with normal library use will not be permitted.

Users must leave the rooms in the condition in which they were found. Organizations are liable for any damage to library property.

- All lights, including bathroom lights, must be turned off by the group's authorized representative at the conclusion of the meeting. Correct exiting procedure must be followed. All doors must be firmly closed.
- Failure to comply with any of these rules and limitations may result in the loss of ongoing or future room use privileges.

This policy may be revised at any time by action of the Library Commission.

Approved by the Library Commission June 17, 1999.

Revised and approved September 19, 2002.

Revised and approved June 19, 2003.

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