

CASE MEMORIAL LIBRARY ROOM USE POLICY

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www.casememoriamlibrary.org

The Case Memorial Library Commission views the use of its rooms as an extension of library service. The rooms are available to groups and 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 - 20 people, at the discretion of the Room Reservation Director or authorized personnel
 - First Floor and Second Floor Study Rooms - 1-6 people
1. A written application for the use of the Meeting Room, Conference Room and Children's Craft Room must be made at least two weeks prior to the event by a member of the applying group 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 town- and library-sponsored programs shall have priority in case of conflict.
 2. Non-profit organizations may book rooms for ongoing use, one (1) meeting per month, in six-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.
 3. 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.
 4. Permission for the use of the rooms shall be granted by the Room Reservation Coordinator 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 Room Reservation Coordinator 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:

1. Functions in the Meeting Room, Conference Room and Children's Craft Room may be held during the regular library hours only.
2. Except for library sponsored event all functions must conclude by 7:45 pm or 15 minutes prior to library closing. The library building must be vacated by closing time.

FEES:

1. 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.
2. 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.
3. Fees are due and payable when the application is filed.
4. There will be a \$35.00 fee for checks returned due to insufficient funds.
5. 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.
6. No sales may be conducted on library premises except at library-sponsored events.

GENERAL RULES AND LIMITATIONS FOR USE OF ROOMS:

1. Groups are limited to the stated capacity of each room. One adult supervisor twenty-one years or older must oversee every ten (10) members of a youth group. The supervisor who signs the application shall assume full responsibility for the entire group. Rooms may not be used for social events, including but not limited to parties, receptions and recitals. All meetings must be open to the public and without charge. The organization, individual or group sponsoring a meeting assumes full responsibility for damage to library rooms or to their contents. Accidents must be reported immediately to library personnel. Users must leave the rooms in the condition in which they were found, including the configuration of tables and chairs.
2. The group's authorized representative must explain exit procedure. All lights must be turned off by the group's authorized representatives at the conclusion of the meeting. All doors must be firmly closed.
3. With prior authorization, the following equipment is available for use in the Meeting Room or Conference Room: up to 75 chairs and 4 tables, podium, lectern, overhead projector, TV, DVD. Anyone using audiovisual equipment must be fully familiar with its use and will be held responsible if there is damage. Groups using CDs 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. The applicant must inform the librarian in charge, in writing, of any damage to the room or its equipment prior to its use or else be held responsible for such damage.
4. 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 the library staff and are not available to the public. Cleanup is the responsibility of the organization using the room and must be completed by the close of the meeting. All trash and garbage bags should be neatly tied and large trash items should be removed by the group.
5. Prohibited Activities:
 - Smoking
 - Alcoholic beverages
 - Gambling in any form, including sales of tickets (raffles)
 - Use of candles or flammable liquids
 - Posters or signs tacked to the wall
6. The walls of the Meeting Room are reserved for ongoing exhibitions by local artists. Individuals or groups using the room may not, under any circumstances, handle or move paintings and other art objects on display.
7. No group may use the meeting rooms if its activities in any way interfere with or disturb the regular library routines. The organization using a meeting room is responsible for

supervising the meeting and ensuring that meeting attendees adhere to library guidelines, procedures and policies.

8. 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.
9. 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 January 21, 2021.

Revised and approved June 17, 1999.

Revised and approved September 19, 2002.

Revised and approved June 19, 2003.

Revised and approved November 16, 2006.

Revised and approved September 27, 2007.