

Appendix 15
Chester Public Library Meeting Room Use Policy
Adopted by the Chester Public Library Board of Trustees
September 4, 2012. Amended June 17, 2014

The meeting room in the Chester Public Library are provided to further the mission and goals of the Chester Public Library as adopted by the Library Board of Trustees. All activity in the meeting rooms shall comply with established Library policy.

The meeting rooms in the Library are intended for library programming and for public gatherings of a civic, cultural, or educational nature.

The Library recognizes the rights of free speech and free assembly. Permission for a group to use Library space does not constitute an endorsement of the group's philosophy or objectives by the Library. From time to time, in furtherance of its obligation to ensure the continuing growth and improvement of Library services, the Library may use or may sponsor use of the meeting rooms by an individual or organization which undertakes a function to benefit Library programs or needs, and the Library may receive or share in the financial benefits which may result from this activity.

No group will imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group or presentation without first receiving permission in writing from the Director.

First priority for bookings of the meeting rooms will be reserved for Chester Public Library programs or programs sponsored by the Library.

Meeting rooms may be used by any Chester-based cultural, civic, educational, or non-profit group, organization or business. Any group not based in Chester requesting use of a meeting room must show substantial connection to the Town of Chester through its stated mission, service area or membership.

No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed for any non-library sponsored function. Cost reimbursement for supplies is allowed. Programs, meetings, seminars, courses in adult education, and other events that are sponsored by the Library may involve profit-making groups and a fee, admission charge, or sale of literature may take place.

Use of the meeting rooms shall not conflict with customary Library operation or with Library sponsored meetings, programs, or activities. Groups will adhere to the *Library Code of Conduct* made available with the *Meeting Room Agreement* form, and keep noise levels consistent with the proper atmosphere of the Library at all times. Food and beverages may be served in the library's meeting rooms. As noted in the *Library Code of Conduct*, alcohol or tobacco products are not permitted on the premises.

All activities must be confined to the meeting room. Approaching library customers for the

purpose of encouraging participation in the group's activities is prohibited. Fliers, brochures or other printed information should remain in the meeting room.

Each group is responsible for set-up and break-down for its event in the meeting room itself and is required to leave the space in a neat and orderly condition.

Smoking or other fire hazardous materials such as candles, matches, or incense are not permitted on the premises.

Failure to abide by the rules of the Library, other misuse of a meeting room, or the repeated failure to utilize a reserved room without first giving 24 hours prior notice to the Library, will result in a group being denied use of the Library meeting rooms for one year. In the case of an infraction, the library will issue a written warning to the group prior to denial of use.

Reservation of Meeting Rooms

In order to serve the needs of the many groups in Chester, limits are placed on the use of the meeting rooms. No group or organization may reserve a room more than 2 months in advance or more than 12 times in a calendar year, unless granted permission by the Director. The Library reserves the right to reclaim the use of the meeting room for library programming with a minimum of two months notice to the reserving group whenever possible.

An adult representative for each group using the Library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.

In case of circumstances beyond our control (e.g. Inclement weather or loss of power) the library reserves the right to cancel any meeting, event or program.

The Library assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting. Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the Library. The responsible party representing the organization shall be responsible for any damages occurring to library audiovisual equipment if used. If AV equipment is used, it must be returned 15 minutes prior to the close of the library.

No use of library meeting rooms shall be allowed before the *Meeting Room Agreement* form has been signed by both the responsible adult representative of the group and the Library Director or his/her designee.

Hours of Use and Room Capacities

The meeting rooms are available for use during the library's normal operating hours. Reservation times include setup and breakdown time. Unless the reservation includes provision for afterhours use of the meeting room, all members of the group must exit the Library by closing time.

All after-hours use of meeting rooms shall end 2 hours after the library has closed. Meeting rooms are not available on Sundays, holidays or for meetings starting before the library opens or after the library closes for the day.

Hours:

Monday & Wednesday 3:00 p.m. – 8:00 p.m.

Tuesday & Thursday 10:00am-8:00 pm

Friday 1:00pm-5:00pm

Saturday 10:00 a.m. – 2:00 p.m.

Meeting Room Capacities:

12 occupants

The Library reserves the right to alter these rules as deemed necessary by the Director in conjunction with the Board of Trustees.

Parents or guardians attending a meeting may not leave children under the age of eight unattended in the main library or Children's Room. Any older children left there who are in any way disruptive or uncooperative will be asked to rejoin the parent or guardian.

Please consider making a donation to help defray the costs of upkeep to the library's meeting

Meeting Room Application
Please print

Name of person/organization: _____

Phone number: _____

Date & Time requested: _____

Number of expected attendees: _____

Purpose: _____

I have read and agree to the Chester Public Library Meeting Room Policy adopted by the Library Board of Trustees June 17, 2014.

Signature: _____

Group contact (if different from above) : _____

Director's signature: _____

Date: _____