

## **Policy Statement for Meeting Rooms**

### **Avon Free Public Library Revised and Adopted 1/19/98**

#### **I. Statement of Purpose**

The Board of Directors of the Avon Free Public Library views the use of the facilities of the library as an extension of library service. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural and social role the library plays.

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

#### **II. Eligibility**

1. An application for use must be on file before the group's first meeting.
2. The meeting rooms cannot be used for the promotion of any commercial interest or private or corporate gain. Admission may not be charged to a meeting held in the meeting rooms.
3. Only groups having as a majority of its membership residents of Avon may use the meeting rooms, except in cases of meetings of state or area wide organizations having Avon residents as members.
4. Youth groups 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 shall 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 from the time the first member arrives until the last has left the premises.

#### **III. Availability and Application for Use**

There are three (3) meeting rooms available for public use by groups.

- a) Alsop Community Room - capacity - 100 people
- b) Avon History Room - capacity - 12 people.
- c) Children's Crafts Room - capacity - 20 people.
- d) The two Quiet Study Rooms may not be booked for meetings of any size, but are intended for use for quiet study only.

Meeting rooms are generally available for use during library hours, with exceptions to use of the Avon History Room which shall be during the weekdays only.

Availability of the meeting rooms shall be on a first-come first-served basis. The following priorities will prevail in case of conflict.

- a) The Avon Free Public Library
- b) Friends of the Avon Free Public Library
- c) Town of Avon
- d) Avon community organizations
- e) Others in the community of Avon

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town.

Written application for each date must be filed at the Circulation Desk. It must be signed and returned to the Library before the room is used.

Permission to use the meeting rooms shall be granted by authorized Library personnel. The Library Director or authorized agent shall have the sole discretion to determine that the activity fits within the guidelines of the Library. Any person or group denied use of a meeting room may be referred to the Board of Library Directors for review.

#### IV. General rules and limitations.

1. Groups using the meeting rooms will be responsible for:
  - a) setting up chairs, tables, etc. and putting them away after your meeting.
  - b) proper supervision
  - c) restoring the room to the same condition in which it was found, including vacuuming, and
  - d) costs arriving from any damage or loss during use.
2. Smoking is not allowed anywhere in the library facility.
3. Reservations for use of the meeting rooms may be made up to one year in advance.
4. Refreshments may be served but no cooking can be done. In the first floor community room, the kitchen area may be utilized and must be left in the condition in which it was found.

5. Alcoholic beverages are prohibited except as waived by the Library Board and Town Manager by applying one month in advance of the requesting group's meeting.
6. If a group requires audio-visual equipment, the user must be thoroughly trained in advance and be held responsible for any damage to hardware or software.
- 7.. Groups using video cassettes 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.
8. No material may be affixed to wall surfaces.
9. The Alsop Community Room will be generally available during regular library hours. Those hours are subject to change, and should be checked at the time of application. The Alsop Room may also be used, under special conditions, during non-library hours.
10. For use after regular library hours, a responsible adult designated in the application must pick up the key to the building before the library closes. The key must be immediately returned through the book drop after the building is locked and the activity is finished.
11. Any individual or group that uses the Community Room pursuant to these rules and regulations agrees to indemnify and to save the Avon Free Public Library, Inc., its Board of Directors, and its employees harmless from any and all claims, actions, causes of action or any kind which may arise out of the use of the meeting rooms by such an individual or group.
12. The Library is located in a residential neighborhood. Each organization is expected to use normal courtesies when arriving or leaving the library property.

Adopted by the Board of Directors, Avon Free Public Library, 1/19/98