

## Meeting Rooms Policy

### Purpose:

As one of its many services to the community, the Avon Free Public Library ("the Library") makes its meeting rooms available to the public, free of charge, on a first-come, first-served basis. As a subscriber to Article VI of the American Library Association's Library Bill of Rights, it does so "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use".

This policy provides guidelines and procedures for the use of these rooms to ensure equity and consistency in use, and that such use does not interfere with the normal operation of other Library services.

### Key Definitions:

The Library provides access to three categories of meeting rooms.

1. Public Meeting Rooms are spaces available to the public for meetings or events. The Library's Room Request and Release process governs the reservation of these rooms.
  - The Community Room: Capacity: 180 people
  - The Conference Room #1: Capacity 10 people
  - The Board Room: Capacity 15 people
  - Group Study Room #4: Capacity 10 people
2. *The White Room* is a meeting space outfitted with whiteboards and interactive tools designed to foster collaboration and creativity. Reservation is on a per-project basis. Instructional videos on its use and capabilities and an application for use are available at <https://www.avonctlibrary.info/resource/white-room/> Capacity is 6 people
3. Quiet Study Rooms are small rooms for drop-in study only. They may not be used for meetings and may not be reserved.
  - First Floor Quiet Study Room: Capacity 2 people
  - Two (2) Second Floor Teen Quiet Study Rooms: Capacity 2 people

The Library recognizes the possibility that the capacities of these rooms may vary as the rooms are reconfigured or other circumstances warrant. Please check with Library staff before using an unoccupied room.

### Scope:

While each category of meeting rooms has its own reservation process, they are all available to the public subject to the terms and conditions of this policy.

## **Roles and Responsibilities:**

The Library Board delegates the oversight and management of meeting rooms to the Library Director and staff.

Adherence to this policy is required of all users of the meeting rooms.

## **Procedures:**

### **1. Meeting Room Use:**

- a. The Library's Meeting Rooms are for use by the community for cultural, developmental or informational purposes that meet the intent of the Library's mission.
- b. Meeting Rooms may not be used for strictly social gatherings such as weddings, showers, anniversaries, card parties, birthday parties etc.
- c. Meeting Rooms may not be used for the promotion of commercial interests or for financial gain. With the exceptions noted below, commercial interest and financial gain include but are not limited to transactions where payment is charged and received, there is a fee for admission, tickets are sold in advance, donations are solicited, or the room is used as a business office for monetary gain.

Exceptions:

Providing one-on-one professional or developmental services such as tax advising, accounting, or coaching for which the client pays a fee

Tutoring for which the client pays a fee (see [Tutoring Policy](#))

Recitals (the teacher is paid but admission is free)

Programming (the presenter is paid but the program is free)

- d. No charge shall be made for admission to any program or meeting. However, groups that normally collect dues or membership fees may use the Meeting Rooms.
- e. Nothing may be sold at a meeting or program. Fundraising or solicitation of donations is not allowed unless it is for the benefit of the Library. Exceptions may be made for Library-sponsored programs such as author talks or musical performances, where the sale of books or artist recordings is allowed as a convenience to program attendees.

### **2. Meeting Room Reservations**

- a. Who Can Reserve a Meeting Room?: Individuals and organizations who follow the procedures for meeting room use listed above may reserve a meeting room. Preference will be given to Avon organizations or residents of Avon in case of conflict.
- b. How to Reserve a Meeting Room:
  1. Public Meeting Rooms: Any individual or group wishing to reserve a Public Meeting Room must submit a [Room Request and Release Form](#) (LINK). The Room Request and Release Form may be submitted up to six (6) months in advance to the Library's Administrative Office. No

group or individual may make more than 12 reservations in one six month period. All Public Meeting Room questions should be directed to [rooms@avonctlibrary.info](mailto:rooms@avonctlibrary.info).

2. White Room: Any individual or organization wishing to reserve the White Room must submit the White Room Application (LINK)
  3. Quiet Study Rooms: These rooms may not be reserved.
- c. Age Requirements: Only people 18 years of age or older may book The Community Room. Other Meeting Rooms may be booked by those in 7<sup>th</sup> grade or above. Younger children may use the Meeting Rooms if the meeting or activity is supervised by one adult (age 21 or older) for each 10 children. An adult supervisor must sign the application for the use of the room and must assume full responsibility for supervision of the entire group for the duration of the time they are at the Library.

### **3. Availability**

- a. Meeting Room reservations are available on a first-come, first-served basis. The Library reserves the right to deny, cancel or modify room reservations in the event they conflict with Library programs or services. The following priorities will apply in case of conflict.
  1. Avon Free Public Library, including co-sponsored events and partners
  2. The Friends of the Avon Free Public Library
  3. Town of Avon, including the Avon Public Schools
  4. Avon Community organizations and non-profit organizations
  5. Avon residents
  6. Businesses or private individuals

### **4. Event Publicity:**

- a. The acceptance of a request to use the Library's Meeting Room does not in any way constitute an endorsement of the group's beliefs or purposes by the Library or the Town of Avon. Accordingly, no publicity by any individual, group, or organization shall imply Library sponsorship or endorsement.
- b. All publicity and event invitations must include the group's contact information—email address and telephone number, and the following disclaimer in minimum 12 point font: "This event is not sponsored by the Avon Free Public Library".
- c. The Library telephone number or email address must not be used on publicity or event invitations.

### **5. Rules for Room Use**

- a. The Library's [Behavior Policy](#) applies to everyone using the meeting rooms.
- b. The reserving party is responsible for leaving the room in the same condition as it was when they arrived. Meeting Room reservations should include time to set up and clean up. Set-up or clean-up may not occur while the room is in use or reserved by another group.
- c. Groups or individuals using the Meeting Rooms are responsible for:
  - 1) Proper supervision of all attendees and guests, and assuring that occupancy limits are not exceeded

- 2) Restoring the room to the same condition in which it was found
  - 3) Costs resulting from any damage or loss during use
- d. 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.
  - e. Alcoholic beverages are prohibited. However, waivers for the service of wine and beer may be granted by the Library Board of Trustees. Those requesting such a waiver must apply to the Library Director no later than one month prior to the scheduled meeting.
  - f. Nothing may be affixed to wall surfaces.
  - g. Open flame (candles, Sterno, etc.) is strictly prohibited.
  - h. The Community Room may be available for use when the Library is closed. A responsible adult designated on the Room Request and Release Form may sign out a key to the building at the circulation desk during regular Library hours on the day prior to the scheduled event. The key must be returned immediately after the event, either to Library staff if the Library is open, or by leaving it in the book drop if the Library is closed.
  - i. The Library is located in a residential neighborhood. Organizations are expected to use normal courtesies when arriving or leaving 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 patrons and staff. Arrangements should be made for carpooling or offsite parking if the event is expected to draw a large crowd.
  - j. Only the party or organization that books a room may use that room during that time period. That booking may not be assigned to a third party.
  - k. All groups using Meeting Rooms are requested to inform Library staff when the meeting is finished.
  - l. The Library is not responsible for the loss or damage of equipment, supplies, materials, or other items owned by any group, organization or individual. The Library cannot provide storage for personal property.

#### **6. Audio-Visual Equipment:**

- a. If use of the Library's audio-visual equipment or internet access is required, the user must arrange for training by Library staff in advance of the meeting date. They will be held responsible for any damage to equipment or software resulting from improper use.
- b. Library staff is not available to provide technological support during a group's meeting. Even if using their own technical equipment, it is strongly suggested that users meet with the Library staff prior to the event to ensure compatibility with Library systems. Better safe than sorry.

## **7. Piano:**

- a. The piano in the Community Room may be used for a fee of \$100, due when booking use of the room.
- b. The piano will be tuned, upon request, by the Library's regular piano technician whose fee will be paid in advance by the booking organization.
- c. The piano may be moved by Library staff only.
- d. Any group or individual damaging the piano in any way is liable for the cost of repairs.

## **Enforcement and Appeal Process:**

The Library Director or their designee shall have the sole discretion to determine that an activity fits within the guidelines of this policy and approve or deny an application.

Failure to comply with this policy's procedures may result in the denial of future applications for room use.

Any person or group denied use of a meeting room may file a written appeal with the Library Board of Directors for review.

## **Location:**

This policy is housed on the Avon Free Public Library website:

[www.avonctlibrary.info/policies](http://www.avonctlibrary.info/policies)

A copy is maintained in the Administration Office

Adopted: 5/20/2014

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