

# Meeting Room Policy

The Killingworth Library maintains a Meeting Room for library-related activities; for programs sponsored/cosponsored by the library in order to accomplish its mission and provide educational, informational, recreational opportunities for the community; and for use by groups engaged in educational, cultural, intellectual or charitable activities. Facilities will be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, subject to the following conditions:

**Reservations:** Rooms may be reserved with a librarian in-person, by phone, or by email.

**Review of Applications:** The Board of Directors reserves the right to review any or all applicants and seek references of any group before booking the room. In case of denial of use, appeal may be made to the Board of Directors.

**Cancellation:** Notice of cancellation, for any reason, of a reservation to use the Meeting Room will be given as far in advance as possible.

**Publicity:** All publicity for non-library sponsored events is the responsibility of the individual or organization using the meeting room, and will contain the disclaimer: "This event is neither sponsored nor endorsed by the Killingworth Library Association."

**Prioritization of requests:** Availability of the Meeting Room shall be on a first come-first served basis. When the room is not needed for library activities, nonprofit organizations based in Killingworth and serving the Killingworth community may use the Meeting Room for educational, civic and/or cultural programs intended for and open to the public. Commercial use of the Meeting Room is permitted; see "Fees" for pricing information. Meetings that interfere with regular Library use (excessive noise, attendees blocking access to library resources, etc.) will not be permitted.

Library functions will have first priority for use of the Meeting Room, and the library reserves the right to preempt non-library use. Library use may include meetings of town departments, agencies or elected officials representing Killingworth. The following priorities will prevail in case of conflict:

1. groups affiliated with the library
2. other non-profit Killingworth groups
3. other non-profit groups not Killingworth-based
4. commercial groups

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

Killingworth Library fund-raising events may be held in the Meeting Room. Fund-raising activities of other groups are not permitted. Sales of goods or services are not permitted, except by special arrangement with the Library Director.

## Instructions for Use of the Meeting Room

**Occupancy Limits:** No group larger than the approved occupancy of 49 will be permitted in the room.

**Key:** Arrangements for picking up the key to the room are to be made with the Library Director prior to use of the room. Any librarian on staff can review the unlocking and locking procedures and can answer questions regarding guidelines.

**Furnishing and Equipment:** Groups are responsible for arranging, setting up, and putting away furniture within the time reserved. The library will not be responsible for equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Meeting Room. Set up of materials prior to meeting time is subject to availability. Arrangements are to be made with the Library Director. The library is not responsible for articles left on the premises before or after a meeting.

**Kitchen Facilities:** Kitchen facilities for serving refreshments are available by previous arrangement. The kitchen must be left in a clean, orderly condition.

**Damages:** No materials may be affixed to the wall surfaces or tack boards without prior permission from the librarian. The organization will be responsible for any damage to library equipment or premises. Such damage will be reported promptly to the librarian, who will arrange for professional repairs or cleaning, the cost of which will be borne by the organization.

**Fees:** No fees are charged to nonprofit, civic or charitable organizations for use of the rooms; however, donations to the library are encouraged.

The fee for for-profit organizations is \$100 per hour scheduled. Fractions of an hour will be charged as one full hour. Additional charges may apply if the event exceeds reserved time.

Room rental fees are due one week before approved reservation date. If payment is not received, the reservation will be cancelled and a \$100.00 or 50% of room use (whichever is less) cancellation fee will be applied. Reservation requests made less than one week in advance must be paid for at the time of approval.

**Smoking:** In accordance with Connecticut State Law, no smoking or vaping are allowed on library premises, including in the Reading Garden.

**Alcoholic beverages:** None may be served, except by special arrangement with the Library Director.

**Clean Up:** The Meeting Room is to be left in the same condition as found. Users are responsible for accomplishing all the tasks listed on the checklist posted in the Meeting Room and kitchen including, but not limited to, locking doors, turning off lights, shutting and locking windows, adjusting thermostats to 65 in winter and 75 in summer (or turning off the air-conditioning if used), storing tables and chairs or arranging them as they were found, wiping surfaces used, removing trash to bins, sweeping floor. Broom and cleaning supplies are located in the kitchen closet and lower cabinets.

**Locking Up:** Please lock the door leading directly outside from the Meeting Room, the two hallway doors leading from the Meeting Room to the lobby, and the front doors (if applicable—not all users unlock the front doors) before leaving the building. Key is to be dropped into the Book Drop immediately after locking up the library.

**Safety:** If a fire alarm sounds anywhere in the library, all Meeting Room users must evacuate the building.

**Liability:** The organization using the Meeting Room is responsible for supervising the meeting and ensuring that meeting attendees adhere to the library's Code of Conduct. Meetings which will interfere with normal library use will not be permitted. An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided. Children must be supervised at all times.

Failure to comply with library policies and Code of Conduct will result in a cancellation of the event and/or a denial of future requests for use of the room.

The library's Board of Directors or their employees or agents of the Town of Killingworth are not liable for any claims arising from use of the facilities.