

SOUTHBURY PUBLIC LIBRARY

Use of the Southbury Public Library Meeting Rooms

Purpose

The Southbury Public Library is a town-owned facility. The library has meeting rooms primarily for library-sponsored activities. The library sponsors or co-sponsors many educational, cultural, civic and recreational programs. When the rooms are not needed for library activities, non-profit and/or community organizations that serve an educational, cultural, or civic role and are based in Southbury and/or serving the Southbury community may request use of the meeting rooms. No commercial, private or personal use of the meeting rooms is permitted.

Reservation Policies

Library-sponsored activities will have first priority for use of all Meeting Rooms and the library reserves the right to deny a request for use of the rooms, cancel a reservation that has been made or preempt non-library use. Notice of cancellation of a reservation to use the Meeting rooms, for any reason, will be given as far in advance as possible.

A written application to use a room must be submitted in advance. Applications will not be accepted more than *two months* in advance. Applications require approval by the Head Librarian. An adult must contract for use of the room by children's groups and adequate adult supervision must be provided. No fee is charged for use of the meeting rooms, neither may any fee be charged attendees by the applicant.

The library reserves the right to limit the times a single group may reserve a meeting room during a year.

The head librarian or her designee will notify the group when they must contact either the fire marshal or state trooper or both for conditions that must be met.

The Library's Meeting Rooms shall be available during regular library hours only. Meetings will not go beyond 15 minutes before closing and all attendees must be out of the library by closing time. No fee is charged for use of the meeting rooms.

Guidelines

Admission may not be charged.

Items may be sold only with the permission of the Head Librarian.

In accordance with Connecticut State Law, no smoking is allowed.

The audio-visual equipment that may be used by the public with assistance from library staff in the library's meeting rooms includes:

Microphones (s)

Digital Projector

Blu-ray Player

VHS Player

Podium

Screen

Groups may use the kitchen off of the Kingsley Room for water and refrigeration purposes only. The kitchen must be left in a clean and orderly condition.

All applications must name a person responsible for housekeeping and security of the room. Applicant is responsible for setting up the room and upon leaving the Kingsley Room; the chairs shall be left in a "lecture style" arrangement with an aisle in the middle and the tables on the sides. In the Brown Room, the room shall be left in a "table style arrangement." Extra chairs and tables are in storage closets. 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 rooms. The Meeting Rooms shall be left in a clean and orderly condition. The group will be responsible for damage to Library equipment or premises. Such damage shall be reported promptly to the Head Librarian. Any professional repairs or cleaning costs will be borne by the group.

In all advertising and press releases, it must be made clear that the sponsoring group should be contacted directly for information regarding the meeting and a contact name and telephone number must be provided.

In case of emergency, attendees must exit the library immediately.

Supervision and Responsibility for Order

The group using the Meeting Room is responsible for supervising the meeting and ensuring attendees adhere to the Library's Behavior Policy. Meetings that interfere with normal Library use will not be permitted.

Failure to comply with Meeting Room Policy and Behavior Policy will result in cancellation of the meeting/or a denial of future requests for use of the room.

This policy is subject to continuous review by the Library Board of Directors.

Approved by Library Board of Directors July 2005; revised September 5, 2012

The occupancy limits for the Kingsley Room are the following:

With the divider open, using the full room,

Chairs only, 175 persons

Table and chairs, 82 persons

With the divider in place,

Chairs only, 92 persons

Tables and chairs, 43 persons

The occupancy limits for the Brown Room are the following:

Chairs only, 64

Tables & Chairs, 35

Important Note

If the stage area in the Kingsley Room is used for tables or display, the occupancy limit must be reduced by 240 sq. ft, or 34 persons with chairs only and 16 persons with tables and chairs.