

ACTON PUBLIC LIBRARY MEETING ROOM POLICY

Statement of Purpose

The Acton Public Library Board of Directors views the use of the meeting rooms as an extension of library services. The rooms should be available to the Library's community and should reflect the educational, cultural, social, and recreational role the Library plays.

The Board subscribes to Article IV of the American Library Association's Library Bill of Rights that states that facilities should 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. Use of a room by any group or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town.

Availability and Application for Use

The following rooms are available for use:

- The Friends' Conference Room, capacity not to exceed 12
 - The Grady Thomas Program Room, capacity not to exceed 75, (when divided into two smaller rooms capacity not to exceed 35 each)
- A. Meeting rooms will be scheduled on a first-come, first served basis, according to the date the application is received.
 - B. Application for the use of meeting rooms should be submitted prior to the date of the event, but no more than 12 months in advance. Application forms should be completed and signed by a representative of the organization.
 - C. In order to make the rooms available to as many eligible groups as possible, no group may schedule more than 12 meetings per calendar year (one per month). Applications may be made in person, by calling 860.395.3184, or on the library website.
 - D. Room reservations must end 15 minutes prior to the library closing time.
 - E. Local for-profit groups may use the meeting rooms for informational programs only and must be open to the public.
 - F. No fees may be collected and no sign-ups will be allowed. Solicitation and sales of any kind is prohibited. The exception would be sales during library sponsored programs.
 - G. Friends' Conference Room can be used for an individual study in two hour intervals and will be accommodated only on a walk-in basis. The time may be extended if the room is not booked.
 - H. Youth groups may use the rooms if they are accompanied by an adult supervisor of the group (21 yrs. or older). The adult supervisor shall sign the application for the use of the facility and shall assume full responsibility for supervision of the group for the entire time they are in the Library.
 - I. The following scheduling priorities will prevail when rooms are booked:
 1. Library sponsored programs
 2. Friends of the Library
 3. Town commissions/boards
 4. Old Saybrook community organizations
 5. Other non-profit organizations
 - J. Groups that have booked a room must notify the library as soon as possible in advance of the meeting date if they decide not to use the room. Failure to do so may result in loss of meeting room privileges.

- K. Neither the name nor the address of the library may be used as the address for groups or organizations using meeting rooms.
- L. Library meeting rooms are not available for individual and private parties.

GENERAL RULES OF USE

- A. All publicity is the responsibility of the sponsoring organization.
- B. No decorations, signs or posters may be put up in meeting rooms without prior permission. Materials and signs shall not be affixed to the walls or doors.
- C. Refreshments may be served in the meeting rooms, provided that no fee is charged. Kitchen facilities and a coffee pot may be used with prior arrangement, but paper supplies, coffee, and utensils are not provided. The kitchen must be left clean and food must be removed.
- D. Groups may not store supplies at the library.
- E. Groups using videos/DVDs in the meeting rooms must secure all necessary public performance rights or agree to indemnify the library for any failure on their part to do so.
- F. If a group requires audio-visual equipment, the user must be comfortable with the technology and will be held responsible for any damage to hardware or software.
- G. Smoking and alcoholic beverages are not allowed in the library.
- H. Any publicity should clearly indicate the sponsoring organization's name, and that the Acton Public Library is not responsible for the program.
- I. Activities and noise levels must not interfere with the use of the other meeting room or the Library.
- J. Library staff reserves the right to enter any meeting space at any time.
- K. The group using the room is responsible for:
 - Setting up chairs, tables and equipment.
 - Proper supervision of children attending programs (including time prior to and following meeting)
 - Restoring the room to the same condition in which it was found.
 - Any costs arising from any damage or loss during use.
- L. The Library reserves the right to suspend or cancel meeting space privileges to any individual, group or organization that fails to comply with the Meeting Room Policy or any other library policy.
- M. Any individual or group that uses the meeting rooms pursuant to these rules agrees to indemnify and render the Acton Public Library, its Board of Trustees, and its employees harmless from any and all claims, actions, causes of actions of any kind which may arise out of the use of the meeting rooms by such individuals or group.

Acton Public Library

Meeting Room Booking Request

Please note: Completing this form does not ensure a booking. You will be contacted by the Library to confirm that your request has been approved. If you would like to use the projector or other audio/video technologies we can provide, please schedule a training appointment with staff at least a week prior to your meeting to learn how to use requested equipment. If you are bringing your own equipment, please check with us beforehand if it is compatible with our equipment. Meetings must be free, open to the public, and no registration fees can be collected.

Check here to signify that you have read and agree to our Meeting Room Policy.

Date(s) a room is requested for: _____

Starting time: _____ Ending time: _____

Organization: _____

Are you for-profit group/individual: Yes No

Title of program/purpose of meeting? _____

Estimated Attendance: _____

Room set-up? _____ # of chairs _____ # tables

Will you need: projector TV with DVD/BR player laptop (Windows) microphone

Will refreshments be served? Yes No

Kitchen facilities needed: Yes No

Name of person responsible: _____

Address: _____

Phone Number: _____

Email: _____

The applicant agrees to accept all responsibility for the conduct of the activity for which this application is made and to hold the Town of Old Saybrook harmless from all claims, demands, suits, or actions that may be brought against said Town, or any agent thereof, by reason of injury to any person or damage to any property caused by said applicant as a result of the activity for which this application is made.

Signature of applicant/group representative: _____

FOR STAFF USE ONLY:

Booking approved _____ date, by (initials) _____ Comments _____
(Bookings begin ½ hour before starting time and end ½ hour after the ending time of the program or meeting)

Room assigned:

Conference Room

GT Room – whole GT Room – part A GT Room – Part B (by the kitchen)

APL Board of Trustees; Reviewed and Approved April 9, 2019