

## **MEETING ROOM USAGE POLICY**

The Norwalk Easter Public Library welcomes public use of its meeting room. The room may be used for civic, community, cultural, educational, political, religious, or social activities.

### **Fees**

- Library related groups, nonprofit organizations, and departments of federal, state, and local government may use the meeting room free of charge. It is up to the Library Director to give final approval for waiving the rental fee. Organizations may be required to provide evidence of their non-profit status in order to use the meeting room.
- A \$50.00 rental fee is charged for private, social, or political gatherings.
- If the meeting room is reserved for a time outside the library's hours of operation, a \$50.00 refundable keycard deposit is required. The deposit is refunded when the keycard is returned the following business day. The library will shred a deposit check, if it is not picked up within five (5) business days as long as the key was returned.

### **Reservations**

- The meeting room will be considered reserved once a signed meeting room use application is on file and payment (if applicable) has been received. The application is available at the circulation desk or on the library's web site.
- The application must include the name, address, and phone number of the person who will serve as a contact and be responsible for the condition of the meeting room. The contact information may be made available to the public.
- Individuals under the age of 18 must have an adult co-sign the application and adult supervision must be provided during use.
- A reservation may not be made for a holiday in which the library is closed or more than six months in advance.
- Please notify the library as soon as possible if a reservation must be cancelled. Rental fees will be refunded **if** reservation is cancelled more than 48 hours before event.
- The library reserves the right to cancel a reservation.

## General Guidelines

1. No admission fees can be charged
2. Except for library related purposes; events must not be commercial in nature, including collecting money, soliciting customers or clients for orders, goods or services, or engaging in other profit making enterprises.
3. Applications are considered on a “first come, first served” manner.
4. Library policies and applicable federal, state, and local laws are to be obeyed and the operation of the library is not to be disrupted.
5. Promotional materials may not state or imply library sponsorship and may only be distributed or displayed in the meeting room.
6. No more than 96 people may occupy the meeting room at one time.
7. The meeting room is equipped with 14 tables (30” x 72”) and 35 chairs. Tables and chairs may be arranged to suit your needs and are to be wiped down and put away after use.
8. Use of audiovisual equipment housed in the meeting room is permitted with prior approval. Equipment includes:
  - Ceiling-mounted LCD projector
  - DVD Player
  - Document camera
  - Built-in projection screen
  - Wall-mounted white boards with dry erase markers
9. Wireless connection to the library's Internet service is available. The library's Computer Use Policy governs use of this service.
10. Except for library related purposes, Alcoholic beverages, smoking, loose glitter, confetti, and lighted candles are not permitted.
11. Food and non-alcoholic beverages are allowed but must be kept in the meeting room. A kitchenette equipped with a sink, refrigerator, microwave, and coffee maker is available.
12. Attachments to interior and exterior surfaces are not allowed.

13. The meeting room must be left in an orderly condition with all tabletops cleaned, room vacuumed, personal property removed, and the trash must be removed from building and placed in trash containers located behind the wooden fence on library property.
14. The library is not responsible for the loss of private property or for any accidents or injuries that may occur.
15. The library will bill for loss or damage of library property or if more than routine cleaning is necessary.
16. Failure to comply with any part of this policy may result in immediate or future denial of permission to use the meeting room.

**Disclaimer**

- The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use the meeting room does not constitute library endorsement.
- If a question or objection is raised regarding use of the meeting room, the Norwalk Easter Public Library Board of Trustees is the final authority in granting or refusing permission.

Adopted by the Norwalk Easter Public Library February 10, 2003

Revised November 14, 2005

Revised February 16, 2009

Revised October 11, 2013

Revised February 9, 2015