

EASTON PUBLIC LIBRARY

**P.O. BOX 2 - 691 MOREHOUSE ROAD - EASTON, CT 06612
(203) 261-0134**

GUIDELINES FOR THE USE OF LIBRARY MEETING ROOMS

PURPOSE

This is a policy statement adopted by the Easton Public Library Board affecting the use of certain library facilities by persons or groups other than the Library itself. These guidelines are specifically directed at the use of the "Community Room" and the "Conference Room".

GENERAL

1. The Library Board recognizes that Easton has few sites available for community functions such as meetings, cultural activities, etc., and that the use of Library premises can help to fill that community need.
2. The Library is a tax-funded institution dedicated to the community's information and cultural needs. Use of its premises should be in harmony with that mission, which does not include commercial pursuits by private interests. Therefore, events on Library premises must be open to the public and free of charge.
3. Use of the Library meeting rooms shall not conflict with Library-sponsored programs or the Library's ability to deliver its existing services.
4. The Library does not have resources to support non-library use of Library premises. Any extra expense involved in such use shall be borne by the user.
5. The Library Board may revise these guidelines from time to time and may make exceptions it deems appropriate.

ELIGIBILITY

The following are eligible to apply for use of the Library premises specified above; they are listed in priority order:

1. The Library
2. Town of Easton officials, boards, commissions
3. Easton-tax-exempt organizations
4. Individual Easton residents
5. Other organizations or individuals

PROCEDURE

Applications for use of Library premises must be made in writing to the Library Director prior to the date of the proposed use and, if applicable, be accompanied by a check for the fee applicable. Use of meeting rooms includes floor space only. Wall space is reserved for art exhibits.

If the Library's Yamaha 6'1" conservatory grand piano is to be used, and the party using the piano wishes to have it tuned, an additional \$50.00 fee is required. Alternate or "snow" dates will not be booked in advance. Tentative dates cannot be held. If the user fails to show up after 15 minutes, the room may be offered to another party. If the user no longer needs the room after booking, they should cancel the booking so that the room is available to others. Library staff will routinely make calls to confirm room bookings two days prior to the booking.

USAGE FEES

Community Room: Total fee \$175 - \$150 per use plus a \$25 refundable damage/cleaning/key deposit per use, which will be returned if inspection of the premises after the scheduled event proves favorable and the key has been returned to the Police Department. As stated above, there is a \$50.00 fee for piano tuning.

Conference Room: Total fee \$100 - \$75 per use plus a \$25 refundable damage/cleaning/key deposit per use, which will be returned if inspection of the premises after the scheduled event proves favorable and the key has been returned to the Police Department. The Conference Room may be reserved as a private study room for groups of four or more. For study groups of less than four people, usage is subject to availability and the approval of a Library staff member. Fees will not be charged for study purposes.

Fees will be waived for official Town of Easton functions and for nonprofit entities. The fee paid will be refunded if the cancellation is reported to the Library Director no less than seven days before the scheduled event.

USER RESPONSIBILITIES

1. No smoking is allowed on the Library premises.
2. Serving and/or using alcoholic beverages is not allowed except with the prior approval of the Library Board and evidence of insurance coverage of at least \$1,000,000. A rider regarding serving alcoholic beverages at events must be completed. The selling of alcoholic beverages is prohibited.
3. The user must make arrangements for delivery and removal of any special equipment that it requires.
4. If the user requires use of the sound/projection system, they are required to come into the Library for an equipment training session prior to their event, especially if the event is scheduled outside of Library hours. When the Library is closed, staff will not be available to assist with equipment/technology issues.
5. The user is responsible for keeping order and for the proper conduct of those in attendance. Children must be supervised at all times.
6. The user is liable for any loss or damage resulting from use of the premises and equipment. Payment for any loss or damage must be made promptly upon receipt of proper billing.
7. Any user must vacate the Library by 12:00 midnight.
8. Parking arrangements are the responsibility of the user.
9. If the Library Director deems professional security services necessary, they must be provided by the user and such arrangements must be reported to the Library Director in advance of the use of the facility.
10. The user must abide by the posted occupancy limit.
11. Use of candles and any type of pyrotechnics and/or smoke generators is strictly prohibited.
12. Limited use of decorations is allowed. Please refrain from affixing items to the walls and/or ceiling with any form of tape, tack, or nail. Do not move or alter any art work on exhibit.
13. The premises must be left secure, clean, and in good order, and the user must designate the individual responsible for this task; a checklist will be available to guide the user in this regard. The user is responsible for any expense that may be incurred because of unsatisfactory performance in this matter. The checklist must be completed, signed, and returned to the front desk or via the book drop.

OPERATING AUTHORITY

The Library Director is authorized to act in keeping with the contents of these guidelines including, in the event of changed or unforeseen circumstances, the authority to deny/ revoke the right to use the Library premises even if such may have already been scheduled.

Adopted by the Library Board of Trustees, July 23, 1996.

Revised: October 1, 2001; March 1, 2004; February 5, 2007; July 5, 2011, December 22, 2016; May 29, 2018; July 9, 2018; February 5, 2024.