

# ***EASTON PUBLIC LIBRARY***

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

## **POLICY FOR THE USE OF LIBRARY MEETING ROOMS**

### **PURPOSE**

This is a policy statement adopted by the Easton Public Library Board of Trustees regarding the use of the Library meeting rooms by persons or groups other than the Library itself.

### **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 shall not include pursuits by private profit-making ventures.
3. Approving use of the Library's meeting rooms does not imply endorsement by Easton Public Library of the group, the meeting, or the content of the meeting.
4. A statement of sponsorship must appear in all advertising and press releases using the following phrase: "This event is sponsored by {organization's name} and will be held at, but not sponsored by, the Easton Public Library." The sponsoring organization should be contacted directly for information regarding the event. All publicity and advertising for non-Library sponsored events must be approved by Easton Public Library in advance of publication.
5. Applications may be rejected and previously granted permission may be withdrawn for violation of Easton Public Library rules or conduct inconsistent with the Meeting Room Policy and Code of Conduct.
6. All federal, state, and local ordinances, as well as the regulations of the Codes of the Police, Fire, and Fire Marshal relating to public assemblies must be strictly obeyed. In case of emergency, meeting participants must exit immediately.
7. Events that will interfere with normal Library use will not be permitted.
8. 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. Other non-profit organizations
5. Individual Easton residents
6. Other organizations or individuals

### **PROCEDURE**

Applications for use of Library premises must be submitted online prior to the date of the proposed use and, if applicable, be accompanied by payment for the fee applicable. Use of meeting rooms includes floor space only. Wall space is reserved for art exhibits.

If the Library's piano is to be used, and the party using the piano wishes to have it tuned, an additional fee is required, depending on current market value. Alternate or "snow" dates will not be booked in advance.

Tentative dates will be considered but not guaranteed. 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 deposit per use, which will be returned if inspection of the premises after the scheduled event proves favorable). As stated above, there is a fee for piano tuning, depending on current market value.

Conference Room: Total fee \$100 (\$75 per use plus a \$25 refundable damage/cleaning deposit per use, which will be returned if inspection of the premises after the scheduled event proves favorable). The Conference Room may be reserved as a private study/work room for a maximum limit of two hours, or at the discretion of the Library Director. Fees will not be charged for study/work 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 prior to 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 Director 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. Minors 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 user deems professional security services necessary, it is their responsibility to hire and pay for these services, 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. 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; April 14, 2026; May 4, 2026.