

Lucy Robbins Welles LIBRARY

Policy Statement for Meeting Rooms

I. Statement of Purpose

The Board of Trustees of the Lucy Robbins Welles Library views the use of the meeting rooms as an extension of library services. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural, social, and recreational role the library plays.

The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

II. Availability and application for use

1. There are two (2) meeting rooms available for public use by groups.
 - a. first floor Community Room (capacity—60 people)
 - b. second floor Richard B. Lienhard Room, accessible by elevator (capacity—16 people)
2. **Meeting rooms are available for use Monday-Thursday 9-8; Friday 9-5, and Saturday 10-5. Meeting rooms are not available for use on Sundays. Use of meeting rooms must end 15 minutes before the library closes.**

Availability of the meeting rooms shall be on a first-come first served basis. The following priorities will prevail in case of conflict:

- a. a library sponsored program
- b. a group affiliated with the library (Library Board of Trustees & the Friends of the Library)
- c. Town of Newington including Newington Public Schools
- d. a Newington-based group and non-profit organizations
- e. a regional (greater Hartford or greater New Britain) group
- f. an out-of-region group

Meeting rooms may not be used for social gatherings such as weddings, showers, anniversaries, birthday parties, rehearsals etc.

If groups or individuals are more than 30 minutes late for the reservation it may be forfeited.

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town.

3. Organizations other than library-related shall not exceed eight (8) regular meetings during each year. The year shall begin in **July** and end in **June**. No group may transfer the use of a room reservation to another group.
4. Rooms may be reserved no more than eight weeks in advance of the meeting date.
5. Meeting room application forms are available at the Library Information Desk, can be downloaded and printed out from the library's website or completed and submitted online at the library's website <http://www.newingtonct.gov/library>. The application must be completed,

submitted and approved before a room can be used. Manually completed forms should be turned in at the Library Information Desk. The Library Business Manager will respond to your application via telephone or email within 2 business days. Any questions regarding applications should be directed to the Library Business Manager at 860 665-8728 or kmclain@newingtonct.gov.

6. The Library **Business Manager**, in consultation with the **Library Administration**, is authorized to determine the appropriate use of the room. In case of denial of use, an appeal may be made to the Library Board.

III. General rules and limitations

1. The Library's Behavior Policy applies to everyone using the meeting rooms.
2. Groups using the meeting rooms will be responsible for:
 - a. setting up chairs, tables, etc., (70 chairs and 15 tables are available)
 - b. not disturbing the normal operations of the library
 - c. proper supervision of all attendees and guests and assuring that occupancy limits are not exceeded
 - d. restoring the room to the same condition in which it was found
 - e. costs arising from any damage or loss during use
 - f. Vacating the meeting room at the scheduled time
3. Use of meeting rooms must end 15 minutes before the library closes. (M – TH: 7:45 pm; Fri– Sat. 4:45 pm).
4. The library retains the right to cancel any meeting room reservation granted to an outside organization for operational reasons. The library will provide as much notice of the cancellation as possible.
5. Smoking/vaping is not allowed anywhere in the library facility.
6. Refreshments may be served. In the first-floor community room, the kitchen area may be utilized, but groups must provide their own food and supplies, and the kitchen must be left in the condition in which it was found.
7. The Library provides a large screen TV in both the Lienhard and Community Room, but it must be requested ahead of time on the application form. The Library does not provide computers or any other electronic devices for public use. Groups may bring in their own equipment for use during programs. However, **the group is solely responsible for setting up, connecting, and operating their own equipment.**
8. Storage of materials before or after the reserved time is prohibited.
9. No material may be affixed to wall surfaces or tackboards without prior permission. Open flames (candles, Sterno etc.) is strictly prohibited.
10. The library reserves the right to seek references of any group before booking the room.
11. Under no circumstances shall the sponsor of a meeting open to the public require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation. No admission may be charged; no products or services may be advertised, solicited or sold.

12. Groups using the meeting rooms may not imply that their programs are sponsored, co-sponsored or approved by the library, unless written permission has been given by the Library Director. The Library does not provide advertising or marketing for meetings or events at the Library held by non-library groups or individuals.
13. Groups and businesses may use the rooms for internal business meetings. No admission may be charged; no products or services may be advertised, solicited or sold.
14. No fees are charged for use of the meeting rooms during library hours; however, donations to the library are encouraged.
15. Any groups using the rooms who bring children to the meeting may not leave the children unsupervised in other areas of the library.
16. Anyone violating these rules may be asked to leave and/or denied future use of the facilities.
17. The Library Board and the Town of Newington or their employees or agents are not liable for any claims arising out of use of this facility.

IV. The Library Board reserves the right to modify sections II and III at any time in response to changing conditions.

Adopted 03/90
Revised 10/92
Revised 2/94,
Revised 11/97,
Revised 12/99,
Revised 6/03
Revised 10/03
Revised 12/10
Revised 12/13
Revised 7/17
Revised 06/25

Lucy Robbins Welles Library Board of Directors