

Meeting Room Policy

Scope

As one of its many services to the community, the New Milford Public Library makes its meeting rooms available to the public, free of charge, through an online reservation system. The Library Board of Directors subscribes to Article IV of the Library Bill of Rights, which 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 its use. However, granting permission to use library facilities does not in any way constitute an endorsement of the group's particular beliefs or purposes by the Library Board, Staff, or Town.

Available Spaces

Three types of reservable meeting room spaces are available for public use:

<u>Conference Rooms:</u>	<u>Maximum Capacity</u>
Connecticut Room	8
Public Conference Room	21
<u>Study Rooms:</u>	
Study Room #1	2
Study Room #2	2
Study Room #3	2
Meeting Room:	
Memorial Hall	165

Eligibility

The following groups are eligible to apply for use of New Milford Public Library meeting and study spaces free of charge. Meeting Room reservations are available on a first-come, first-served basis. In the case of conflicting requests, use of the space will be granted according to the ordered listed below.

1. New Milford Public Library
2. The Friends of the New Milford Public Library

3. Town of New Milford Departments and Public Schools
4. New Milford community and non-profit organizations
5. New Milford businesses and residents
6. Organizations/non-profits and residents from nearby towns

Usage Limits

Meetings must conclude 30 minutes before the Library closes and meeting rooms must be completely vacated and cleaned appropriately 15 minutes prior to closing. Staff may access meeting rooms at all times if necessary.

Conference and Meeting Rooms:

- Reservations can be made up to 3 months ahead of time. Groups and individuals are allowed up to one reservation per month.
- Library meeting rooms are not available for private parties, showers, receptions, reunions, or other social events.
- Reserving parties may not charge admission fees or sell products at their functions held in library meeting rooms. They may make normal collections of dues from their own members.
- For programs sponsored or co-sponsored by the library: individuals or groups purporting to offer educational programs may not use those programs to sell, market, or promote commercial products or services.

Study Rooms

- Reservations can be made up to two weeks ahead of time. Study rooms can be reserved for up to twice a week for a maximum of 2 hours at a time.

Proper Use

- Adherence to the Library Use Policy is mandatory at all times. The group using the room must designate a point person responsible for the proper use of the room in accordance with this policy, **who must be in attendance at the event**. This includes ensuring appropriate supervision for all children in attendance, as outlined in the Library Use Policy.
- Individuals and/or organizations are responsible for all furniture set-up. At conclusion of use, meeting rooms must be left in the condition in which they were found, including furniture arrangements.
Organizations/individuals are liable for any/all damages to library property.

- Meetings that interfere with regular Library use will not be permitted. This includes, but is not limited to, excessive noise and/or attendees blocking access to library resources or hallways.
- Items may not be taped or tacked to walls, doors, pillars, etc.
- All federal, state, and local ordinances, as well as the regulations and Codes of the Police, Fire, and Fire Marshall Departments relating to public assemblies, must be strictly obeyed.

Non-Library Programs

- For profit organizations may be allowed to present educational or informational programs open to the public at the discretion of the Library Director.
- All publicity for non-library sponsored events must be reviewed by the Library Director or their designee and will clearly contain the disclaimer “This event is neither sponsored nor endorsed by the New Milford Public Library.”
- Admission may not be charged. No raffles, gambling, or bingo is allowed. No direct sale of goods or services is permitted. Special exceptions may be discussed with the Library Director.
- The Organization will be responsible for ADA requests made by meeting participants.
- No fundraising activities will be allowed, except for those benefiting the Library as agreed by the Library Director.
- Users agree to obtain the relevant licensing permissions when showing a film, playing music, or presenting other copyrighted material.

Food and Drink

- No alcoholic beverages are allowed (Town Ordinance 2B-2).
- If food is to be served, the individual or organization is responsible for providing all food products, utensils, dishes, napkins, etc. and for all clean-up and removal of all items. Further, it is the individual’s or organization’s responsibility to observe all

relevant health codes. Intention to provide food and/or use kitchen facilities must be indicated on the reservation form.

Audiovisual Equipment

- If use of the Library's audio-visual equipment or internet access is required, the user must arrange for training by Library staff in advance of the meeting date. The user will be held responsible for any damage to equipment or software resulting from improper use.
- Library staff is not available to provide technology support during a group's meeting. Even if using their own technical equipment, it is strongly suggested that users meet with the Library staff prior to the event to ensure compatibility with Library systems.

Insurance and Liability

Certificate of liability insurance will be required at least 7 days prior to use of Meeting and Conference rooms by all business and non-profit organizations that are not sponsored by the library. As per the Mayor's office (March 2022) the minimum amount of insurance required by the Town of New Milford is \$2,000,000.

CIRMA (CT Interlocal Risk Management Agency), New Milford's provider of municipal risk financing and risk management services, recommends a certificate of insurance from every group that uses meeting and conference rooms, unless a program is sponsored or co-sponsored by the library. Gatherguard.com sells coverage for single or multiple events to those groups without their own insurance. Instructions for obtaining this coverage are available from the library staff.

The Library assumes no responsibility for loss, theft, or damage of any property of any individual or organization using the Library's meeting rooms or facilities, and in addition, assumes no responsibility for the personal injury of any individual using the Library's meeting rooms.

Reserving a Room

All meeting room spaces can be reserved through the library's online reservation system. Applicants must be at least 18 years of age. Online room request forms must be filled out completely. Once the form has been submitted, approval must be obtained by the Library Director or other staff as assigned. A follow-up phone call may be required to determine eligibility. Final approval will be communicated by email.

Approval, Enforcement, and Appeal

- The Library Director or their designee shall have sole discretion to determine that an activity fits within the guidelines of this policy and approve or deny an application.
- The Library reserves the right to impose limitations on the length and frequency of use of the meeting rooms by any one individual or organization, to allow others to have the opportunity to make use of these spaces.
- Requests that do not fully comply with this policy will be considered Special Requests and must be submitted to the Library Director via email or in person. The Library Director shall have sole discretion to approve or deny Special Requests for room use.
- Future applications may be rejected and permission may be withdrawn for future events due to violation of Library rules or conduct inconsistent with meeting room policies and guidelines.
- Any person or group denied use of a meeting room may file a written appeal with the Library Board of Trustees for review.

Approved by Library Board of Trustees 2/15/2023