



## Trumbull Library System Meeting Room Usage Policy

*Policy applies for the use of:*

**Main Library Rooms:**

Hawley-Nichols Community Room, Kiwanis Conference Room and Merwin Room.

**Fairchild-Nichols Memorial Branch:** Community Room

1. The Trumbull Library System Board of Trustees views the use of meeting rooms as an extension of its mission to serve as the community's access to the world of information. The Library welcomes the community's use of its meeting rooms for informational, cultural or civic meeting and programs.

**\* The Library sponsored or co-sponsored meetings or programs have priority on meeting rooms' availability.** Otherwise, space is made available on first-come, first-served basis.

**\* Equitable basis.** Space is made available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

**\* The Library does not endorse the activities or viewpoints of those using the meeting rooms.** Publicity for meetings or programs being held in Library meeting rooms will clearly state the Library does not endorse the activities or viewpoints of the groups presenting the event. If the Library sponsors or co-sponsors a meeting or program, this will be clearly stated in the publicity of the event.

**\* Denial of meeting rooms' reservation.** No meeting facility or other enclosed area within the properties of the Libraries may be used for commercial or pecuniary activity, such as buying or selling, marketing commercial products or services to the public, gambling, or the exchange of money with the exception of the "Friends of the Library" unless authorized by Director of Library or his or her appointed designate. Also, meetings/programs which may interfere or be considered disruptive with the normal Library hours will not be permitted.

2. An application using the form provided for the use of the rooms should be made in advance of the date or dates needed. Approval of the use of the rooms will be made by the Library Director.

- a. The Library reserves the right to impose limitations on the frequency of use of the Meeting Rooms by an organization. Annual applications will expire on June 30<sup>th</sup>. Reservations to begin July 1<sup>st</sup> may not be submitted prior to April 1<sup>st</sup>. There shall be no automatic carryover to a succeeding fiscal year for reservations.

- b. If more than one organization should apply for use of a room at the same time, the Library Director will use his/her discretion on which organization will be given permission to use the room. If there is any difficulty with this decision, the Director will refer the decision to the Library Board.
- c. Requests by other applicants and fee waivers may be considered at the discretion of the Library Board.
- d. A “reference” will be requested by Library Director of prior activity elsewhere for first time users

3. The following fees will apply:

**a. Non-Profit:**

- \$10/hr. for organizations using Library meeting rooms:  
Hawley-Nichols Community Room  
Merwin Room  
Kiwanis Conference Room and the  
Fairchild-Nichols Memorial Branch Library Community Room

**b. For Profit:** (*Trumbull groups or groups serving Trumbull community*)

- 50/hr for use of the Main Library’s Hawley-Nichols Community Room  
\$35/hr for use of the Main Library Merwin Room or the Fairchild-Nichols Memorial Branch Library Community Room.
- \$25/hr for use of the Kiwanis Conference Room

- b. There will be no charge for use of the rooms by Board organized or sponsored functions nor for Board approved functions of other town government organizations.
- c. If the room is not left exactly as found, there will be an additional custodial fee charged for cleaning. There will be an added charge for non-custodial hours as follows: Two (2) times the regular custodial hourly rate on weekdays and Saturday evenings after the closing of the Library. This rate will also apply to Sunday afternoons.
- d. Except when authorized by the Board, fundraising activities of any nature will not be allowed, nothing may be sold, nor may donations be solicited from the audience with the exception of the “Friends of the Library”.
- e. The Fairchild-Nichols Memorial Branch Library Community Room may be used only during those hours the Branch Library is open. The Merwin Room and the Kiwanis Conference Room may be used only during those hours the Main Library is open. The Main Library’s Hawley-Nichols Community Room may be used outside regular Library hours at the discretion of the Library Director.

- f. None of the above restrictions shall apply to Board organized or sponsored functions or Board approved functions of other Town government organizations.
4. Each organization will be notified as to the amount of the fees for use of the room requested including any added expenses to be incurred. Payment must be made when the reservation is accepted.
5. Attendance guidelines (*as specified by Town of Trumbull Fire Marshal*) for rooms:
  - Main Library's Hawley-Nichols Community Room:  
Minimum attendance of 20 with a maximum of 208.
  - Kiwanis Conference Room: A maximum attendance of 20
  - Merwin Room: A maximum attendance of 40.
  - The Fairchild-Nichols Memorial Branch Library Community Room:  
A maximum attendance of 50.
6. No smoking is permitted in the Library.
7. All cell phone conversations, within reason, should be continued in the Lobby or outside areas of the Library.
8. No alcoholic beverages are allowed in the Library with the exception of Board sponsored activities.
9. Kitchen facilities, audio-visual equipment, tables and other specific facilities may be used by special permission of the Library Director.
10. The Board will assume responsibility for normal maintenance of the piano in the Main Library's Hawley-Nichols Community Room. Any additional need for tuning will be financially assumed by the sponsoring organization.
11. Overflow parking during normal Main Library hours is available at Stop & Shop per permission of store manager.
12. Users must leave rooms in the condition in which they were found. Organizations are liable for any damages to Library property. An organization may be denied further use of a community room for permitting misuse of the room, being delinquent in the payment of fees or violation of these rules.
13. The organization using the community room is responsible for supervising the meeting and ensuring that the attendees adhere to the Library Code of Conduct. Failure to comply with Library Policies and Code of Conduct will result in a cancellation of the event and/or a denial of future requests for use of the room.
14. Notice of cancellation for any reason of a reservation for use of a room will be given as far in advance as possible.

15. There shall be no soliciting inside the Library or on Library property without the approval of the Library Director.

16. An appropriate number of competent adults, chaperons, or sponsors must accompany groups of minors or young children. (See separate Teen Policy and Unattended Child Policy).

17. Liability Insurance is required for all meeting room reservations.

17. The Trumbull Library System, the Board of Trustees, the Town of Trumbull, the Library Director, employees and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using the Library's meeting rooms or kitchen facilities, and in addition, assume no responsibility for the personal injury (including death) of any individual using the meeting rooms.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

*Reviewed and Updated by the Trumbull Library Board of Trustees ~ June 8, 2011*