



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 Library services. All Library meeting rooms are maintained primarily for Library related activities. Programs may be sponsored or co-sponsored by the Library and should reflect the role the Library plays as a “community center, actively enriching the inter-generational learning and leisure opportunities in Trumbull.”

* **Library functions will have first priority** for use of the meeting rooms, and the Library reserves the right to preempt non-Library use. Library use may include meetings of Town Departments, agencies or use by elected officials representing Trumbull.

* **Non-profit organizations headquartered in Trumbull and/or serving the Trumbull community** may use the meeting rooms for educational, civic and/or cultural programs intended for and open to the public when the rooms are not needed for Library activities.

* **Trumbull profit-oriented or income related organizations** may use the meeting rooms with the approval of the Library Director provided no admission is charged or donations solicited and the activity is open to the public as a community service.

- Small groups may be assigned to the Kiwanis Conference Room at the discretion of the Director.
- Admission may not be charged.
- Items may be sold only with the permission of the Library Director and/or the Board.

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 30th. Reservations to begin July 1st may not be submitted prior to April 1st. 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.

3. The following charges will apply:

a. Non-Profit:

- \$5/hr. for organizations using Library meeting rooms:
(Hawley-Nichols Community Room, the Merwin Room and Kiwanis Conference Room and the Fairchild-Nichols Memorial Branch Library Community Room.)



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

- \$40/hr. for use of the Main Library's Hawley-Nichols Community Room
\$35/hr for use of the 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. Meetings which interfere with normal Library use will not be permitted.
15. Notice of cancellation for any reason of a reservation for use of a room will be given as far in advance as possible.
16. There shall be no soliciting inside the Library or on Library property without the approval of the Library Director.

17. The Trumbull Library System, the Board of Directors, 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."

Adopted by the Trumbull Library Board of Directors ~ March 11, 2009