

## **MEETING ROOM POLICIES EXHIBIT B**

### **Purpose:**

- The Derby Public Library welcomes public use of its Library meeting rooms for meetings, programs, or events sponsored by the Library, City, or initiated by the public for cultural, informational, educational, recreational or civic purposes.
- This Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting room facilities. The rooms available for public use by reservation include: Community Room, Gathering Space, The Frank Fanning Conference Room, Study Rooms, and Computer Lab.

### **Policies:**

- Public meeting room use does not constitute Library or City endorsement of the beliefs, ideas, or policies expressed by organizations or individuals using the space.
- Advertising of non-Library sponsored events at Library facilities shall include the following statement in any printed materials related to a meeting, event, or activity: "Use of Library facilities does not imply Library sponsorship or endorsement of the activities or views expressed by participants."
- Library premises will not be made available for filming or otherwise producing partisan political advertisements, fundraising materials, or commercial advertising activities. Advertising materials may not imply endorsement by the Library or City and use of the Library's logo or other indicia in advertising materials is prohibited without the written authorization of the Library Director.
- Library Meeting Rooms are only available for use during Library operating hours with the exception of the Community Room and Gathering Space. The Gathering Space is only available for use outside of normal Library hours.
- Meeting rooms shall only be used in accordance with federal, state and local laws, and with Library policies, regulations, and procedures.
- The removal of Library property, including furniture, equipment, and items affixed to the walls, from the Library is prohibited.
- Library Meeting Rooms may be reserved up to one year in advance on a meeting to meeting basis.
- Library or City of Derby sponsored activities shall take precedence in scheduling meeting room use. The Derby Public Library does not discriminate in making its premises available for use on the basis of age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability. The scheduling of facility space will be managed equitably, on a first-come, first-served basis, within the constraints of popular demand and availability.
- It is the responsibility of the organization or group to collect and handle any money that is charged for admission to the meeting or event.
- Library staff retains the right to attend any meetings or events, or portions thereof, scheduled at the Library to ensure compliance of the room usage.

- Use of Library meeting rooms by any group signifies acceptance of the terms of this policy.
- Users of Library meetings rooms agree to accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

### **Setup/Cleanup:**

- The authorized representative of the group or organization is responsible for room setup, cleanup, and all closing requirements of the Library premises. A written checklist of responsibilities will be provided. The room responsibilities include, but are not limited to:
  - ✓ Cleaning of all tables and countertops
  - ✓ Room arrangement reset to the original configuration, including the storage of chairs and/or tables, if necessary
  - ✓ Empty trash as explained on checklist. Trash bags will be provided.
  - ✓ Turn off equipment, lights, etc.
  - ✓ Secure the room and entrance doors, if applicable
  - ✓ Return portable equipment, if used
  - ✓ Return security card in outside book drop in the envelope provided

### **Technology/Equipment**

- The following equipment is available for public use with advance arrangement.
  - ✓ Laptop computers
  - ✓ Projection unit
  - ✓ Sound system
  - ✓ Podium
  - ✓ Portable white board
  - ✓ Easels
- Users of library-owned equipment are expected to meet with Library staff for instructional use of the equipment prior to the day the equipment has been reserved.
- Wireless Internet access is available in any of the public meeting spaces. Individuals, groups, or organizations may use their own laptops and/or projection unit.

### **Alcoholic Liquor and Cereal Malt Beverages**

- Alcoholic liquor and cereal malt beverages are allowed on limited basis at events held in the Community Room and Gathering Space.
- All events that wish to serve alcoholic liquor and/or cereal malt beverages must complete a facility rental agreement and obtain the proper permission and permits from the City of Derby.
- If alcoholic liquor and/or cereal malt beverages are served at an event held during operating hours, the following rules must be observed:
  - All alcoholic liquor and cereal malt beverages must remain within the Community Room.
  - Community Room doors must remain closed and the library will provide signage to be posted on these doors stating that alcoholic liquor and cereal malt beverages are not allowed to leave the room.

- A door monitor/monitoring process must be used to ensure that alcoholic liquor and cereal malt beverages are not allowed to leave the room.
- If persons under the age of 21 are present at the event, some form of identification process must be used to ensure that they are not allowed to consume alcoholic liquor and cereal malt beverages.
- For events serving alcoholic liquor and cereal malt beverages after library operating hours, the Gathering Space may also be used. Alcoholic liquor and cereal malt beverages must remain within the library building. In this case, the library will provide signage to be posted on exit doors stating that alcoholic liquor and cereal malt beverages are not permitted to leave the building.
- Events wishing to use other areas of the library or the entire library require the approval of the Board of Trustees and will only be granted on a limited basis.

**Reservation Application:**

- Applicant submitting the room reservation request must be the authorized representative of the organization or group and will serve as the contact person. To reserve the Community Room, the applicant must be at least 18 years of age.
- Reservations may be made by calling or visiting the Library during operating hours.
- Fees are to be paid 7 days after making a reservation or before the meeting date if the reservation is less than 7 days in advance, unless other arrangements are approved.

**Refreshment and Meeting Room Fee Structure:**

- No fees are assessed for Library, City, USD #260, or Derby Recreation Commission sponsored meetings or events.
- Not for profit organizations, Civic Clubs, Community Organizations, Churches, political organizations and other community groups are not charged for use of the Study Rooms or the Frank Fanning Conference Room. They may use the Community Room and Gathering Space at the reduced rate of \$10 per hour.
- Businesses and private social events may use the meeting rooms at the following prices.
  1. Group Study Room: \$10.00 per hour
  2. Frank Fanning Conference Room: \$15.00 per hour
  3. Community Room/Gathering Space: \$50.00 per hour
- Funeral dinners may be held in the Community Room at the reduced rate of \$25 per hour.
- The Computer lab is also available for reservation at a cost of \$50.00 per hour. No meals beyond light refreshments may be served in this room.
- Light refreshments may be served in any of the Meeting Rooms at no additional cost.
- Any group, business, social or nonprofit organization wishing to serve a hot, catered, or covered dish meal in the library Meeting Rooms will be assessed the following fees:
  1. Frank Fanning Conference Room: \$10.00
  2. Community Room/Gathering Space: \$50.00
- Fund raisers or private parties sponsored by nonprofit or political organizations held in Library Meeting Rooms will be charged the business/social rental rate.
- Full refunds will be given for cancellations received no later than 7 days prior to the reservation or if the reservation is cancelled by the Library due to issues outside Library control. Refunds are forfeited for cancellations received less than 7 days prior to the reservation.

**Responsibility:**

- It is the responsibility of the Library Director to interpret, monitor and recommend updates to this policy. The Library Director and Board of Trustees reserve the right to make exceptions to this policy when they feel such action is beneficial to the Library and/or the Community and are the final authority with regards to restrictions on use of the library.
- Meeting Room use may be terminated for failure to abide by the Meeting Room Policy or violation of library policy. Violation of either of these policies may also prohibit future use.

*I acknowledge that I have received, reviewed and agree to abide by these Meeting Room Policies and understand that they are part of the rental agreement.*

RENTER(S):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title and company/organization