

# LYME PUBLIC LIBRARY MEETING SPACE POLICY

## I. Statement of Purpose

The Board of Directors of the Lyme Public Library views the use of the library meeting areas as a library service. The areas shall be available to the library community in its broadest sense and shall 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 shall 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

The Library Community Room is available 7 days a week and may be used outside of normal library hours. The Library Conference Room and Small Study Room are available during library hours only. No meeting shall begin earlier than 7 A.M. or end later than 11 P.M. Please keep in mind that the Library is located in a residential neighborhood so please be considerate when arriving and leaving meetings.

Lyme residents, non-profit, religious, civic, or governmental groups may use the rooms free of charge. Donations to the Lyme Public Library are welcomed and encouraged. **For profit groups or non-Lyme residents/groups may rent meeting space for an hourly or daily rate which will be set by the Library Board.** Rooms will be made available on a first-come, first-served basis. Small groups meeting during library hours that do not require kitchen facilities may be assigned to the Conference Room or Small Study Room to maximize the use of the Library's space. Priority will be given in the following order in the case of a conflict:

- Library sponsored programs
- Town Sponsored programs
- Groups affiliated with or sponsored by the Library
- Lyme based non-profit or for profit organizations.
- Organizations or groups based outside of Lyme

Groups and businesses may use the rooms for meeting. Any group willing to charge admission or make sales must obtain permission from the Library Director. Organizations may restrict attendance to their own membership.

Use of the rooms by a group in no way means the Library or Town endorses the particular beliefs or purposes of that group.

The Library reserves the right to cancel meeting space privileges to any individual, group or organization that fails to comply with the stated policies.

The Community Room may not be used for private parties, religious services, or employee recruitment, gambling activities, fundraising for any individual or group other than the Library or Friends of the Library.

The Community Room may be reserved by persons eighteen (18) years of age or older. Those under the age of eighteen are eligible to use the Room only when an adult has read and signed the application form and adequate adult supervision will be provided during the meeting time.

Library staff may require access to the rooms during any meeting.

Applications cannot be accepted more than six (6) months in advance of the requested date(s) of use.

Exceptions to this policy may be made at the discretion of the Library Director.

### **III. Procedure**

Requests for use of the Library's facilities must be approved by the Library Director. The application for use of the library's meeting rooms must be signed by one responsible adult who will assume responsibility for the following:

1. If required for opening or locking the building, the library key may be kept overnight only. A deposit of \$50 will be required.
2. There is no smoking in the library. This includes electronic cigarettes. No candles or flammable liquids may be used.
3. No activity that will violate the local fire code regulations may be scheduled. The maximum capacity of the Community Room is 70.
4. 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 initiations. Voluntary sign-in by attendees is allowed.
5. In all advertising and press releases, it must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided. A statement of sponsorship must appear in all advertising and press releases using the following phrase:  
**This program is sponsored by (organization's name) and will be held in the Community Room of the Lyme Public Library, 482 Hamburg Road, Lyme, CT.**
6. Notice of cancellation of room use should be given to the Library as soon as possible. It is the responsibility of the group using the Community Room to notify the public of a change of date, time or cancellation.

7. In the event of an emergency or weather-related closing of the Library, all reservations are automatically cancelled. Library staff will attempt to inform the contact person of the closing, but groups should monitor local media, the Library's web site, Facebook, and Twitter pages for notices of Library closings.
8. Groups using the Community Room will be responsible for:
  - Proper supervision.
  - Setting up chairs, tables, etc.
  - Cleaning up the kitchen area from any food or refreshments that may be served.
  - Restoring the Community Room to the same condition in which it was found.
  - Making sure all doors and windows are closed and locked and lights turned off before leaving.
  - Costs arising from any loss, damage, or excessive janitorial services.
9. No alcoholic beverages may be served without the permission of the Library Director.
10. Light refreshments (no full meals) may be served. The Community Room kitchen area may be used and must be left in the condition in which it was found. All food, beverages, equipment, and supplies must be provided by the group using the room, and removed promptly afterward.
11. Chairs, tables, and equipment must be set up by the group and it is the group's responsibility for putting away furniture within the time reserved.
12. Groups using pre-recorded materials must secure all necessary performance rights or agree to indemnify the Library for any failure to do so.
13. Storage of materials before or after the reserved time needs prior approval. The Library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group used while on Library premises.
14. All accidents or problems encountered at any function must be reported to the Librarian as soon as possible. In an emergency, call the the Library Director or a member of the Library Board, or the Town Hall.
15. It is understood that when meetings are held during Library Hours, such use will not disturb the normal operations of the Library.
16. Any individual or group that uses the Community Room pursuant to these rules and regulations agrees to indemnify and to hold harmless the Lyme Public Library, its Board of Directors, its employees, and the Town of Lyme from any and all claims, actions, causes of action of any kind which may arise out of use of the meeting room by such an individual or group. Anyone violating these rules may be asked to leave and/or denied future use of the facilities. This policy is subject to continuous review.

**Approved 05/27/2015**



LYME PUBLIC LIBRARY  
482 HAMBURG ROAD  
LYME, CT 06371

APPLICATION FOR USE OF LIBRARY MEETING ROOMS

Name of your organization \_\_\_\_\_

Title of your meeting or program, including speakers, films, etc. \_\_\_\_\_

Will this meeting be open to the general public? Circle one: Yes No

Will an admission fee be charged? Circle one: Yes No

Will refreshments be served? Circle one: Yes No

If yes, what kind of refreshments? \_\_\_\_\_

Kitchen Facilities Needed? Circle One Yes No

Date of your meeting or program: Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Hours room will be needed (including set-up and clean-up time) \_\_\_\_\_

Time program begins: \_\_\_\_\_ Number of people expected: \_\_\_\_\_ (Max. 70)

Equipment needed: chairs (max. 70) \_\_\_\_\_, tables (max. 8) \_\_\_\_\_

LCD Projector \_\_\_\_\_ Laptop \_\_\_\_\_ Podium \_\_\_\_\_ TV \_\_\_\_\_

Slide Projector \_\_\_\_\_ DVD \_\_\_\_\_ Microphone \_\_\_\_\_ Drop Screen \_\_\_\_\_

**Please note: If you wish to use the audio/visual projection system, you must have the library staff instruct you before your event.**

Person responsible for program \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The person signing this form is to be in attendance at the event and is responsible for the observance of the Lyme Public Library "Meeting Room Policy Statement." No date shall be considered confirmed until the library returns a copy with an authorized signature approving the meeting.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Library Director's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved 09/02/2014