

New Canaan Library

MEETING ROOM USAGE POLICY

Policy Statement

The New Canaan Library, Inc. (the "Library") makes its Meeting Rooms, when not required for Library-sponsored events, available to the public served by the Library as a community service. In keeping with the Library's Mission to be the informational and cultural center of the community, providing meeting space to outside groups is intended to complement the Library's ability to make educational and cultural programs available to the community while developing cooperative relationships with community organizations.

Users of the Library's Meeting Rooms shall be governed by the terms and conditions of this Policy, the Application to Reserve a Meeting Room (the "Application") and the Library Use and Code of Conduct Policy (collectively referred to as the "MR Usage Agreement"). Meeting room requests that vary from the MR Usage Agreement will be considered at the discretion of the Library's Executive Director or the MR Manager.

Available Meeting Rooms (each, a "Meeting Room")

- **Adrian Lamb Room ("Lamb Room")** (seats a maximum of 200 people audience style or approx. 40 people at tables)
- **Plaut Conference Room ("Plaut Room")** (seats a maximum of 18 people at table; up to 10 more people if seated around perimeter)
- **H. Pelham Curtis Gallery ("Curtis Gallery") - non-private space** (seats a maximum of 35 people audience style; 15 to 20 more people possible)
- **Children's Program Room ("Children's PR")** (seats a maximum of 30 people audience style or approx. 15 people at tables)

Reservation Procedure

- A. Meeting Rooms may be reserved by for-profit or non-profit organizations, businesses, associations, or individuals (each, a "Group") by the completion and execution of the Application and submission to the Library. The Application must be completed online and may be found under "Reserve a Room" on the Library's website. Assistance with, or questions on, the Application and this Policy may be directed to the Library's Information Desk (203-594-5003). The Library reserves the right to seek additional information and references for, and obtain such other documentation (e.g., insurance certificates, evidence of permits) from, any Group seeking to reserve a Meeting Room.
- B. Library sponsored events receive priority in scheduling. At other times Applications will be processed on a first-come, first-served basis. Event activities shall be restricted to those facilities for which the Application has been specifically made.

- C. The Executive Director has the discretion to deny use of a Meeting Room to any Group whose planned use does not comply with the MR Usage Agreement.
- D. A Meeting Room reservation may not be assigned to another Group.

Meeting Room Use Charges

A. New Canaan Nonprofit Organizations:

<u>Meeting Room</u>	<u>Rental Rate</u>	<u>Custodial Charge</u>
Lamb Room	No Fee	\$35.00 per hour
Plaut Room	No Fee	No Charge
Curtis Gallery/ Children's PR	No Fee	No Charge

B. Non-New Canaan Nonprofit Organizations:

<u>Meeting Room</u>	<u>Rental Rate</u>	<u>Custodial Charge</u>
Lamb Room	\$75.00 per hour	\$35.00 per hour
Plaut Room	\$35.00 per hour	No Charge
Curtis Gallery/ Children's PR	\$35.00 per hour	No Charge

C. For Profit Organizations:

<u>Meeting Room</u>	<u>Rental Rate</u>	<u>Custodial Charge</u>
Lamb Room	\$200.00 per hour	\$35.00 per hour
Plaut Room	\$ 75.00 per hour	\$35.00 per hour
Curtis Gallery/ Children's PR	\$ 75.00 per hour	No Charge

D. Payment of Use Charges

1. A Group shall pay the Library the Rental Rate for the time booked and estimated Custodial Charge, where applicable, at least 10 days prior to the Meeting Room reservation date if appropriate based on the booking date, or if later, at the time of booking the Meeting Room. By advance arrangement with the Library, payment may be made in full at the time of the event.

2. If the cost of clean-up exceeds the estimated Custodial Charge, the Group is responsible for the prompt payment of the additional amount upon receipt of the Library's invoice for such excess charge.

E. Cancellation

1. The Library may cancel the MR Use Agreement at any time prior to the event booked by a Group. The Library will endeavor to give a Group at least five (5) days' prior notice of such a cancellation, but under extraordinary circumstances (e.g., severe weather conditions), shorter notice may be necessary. In the event of any such cancellation, the Library will refund the fees and Custodial Charge for the booking in full within 10 days of such notice of cancellation.
2. At least 48 hours prior notice is requested for the cancellation by a Group of a Meeting Room reservation in order that the Meeting Room may be reserved for another Group. Any prepaid rental fees and Custodial Charge will be reimbursed in full within 10 days of receipt of such notice of cancellation. If a Group repeatedly fails to fulfill their agreement, the Group may be denied the privilege of booking a Meeting Room.
3. Meeting Rooms will be held for 15 minutes after the reservation time begins and may be forfeited after that time.

Rules for Use of Meeting Rooms

A. Usage

1. Meeting Rooms may only be used for meetings, programs, or events for purposes that comply with the MR Usage Agreement. In addition to such other purposes that may be deemed inconsistent with the MR Usage Agreement, Meeting Rooms may not be used for the following express purposes:
 - religious services;
 - any political campaign on behalf of a candidate for office, except that political forums or panel discussions of general interest relating to a campaign or political topic will be permitted;
 - promotion of violence, hate or discrimination;
 - social occasions, such as birthday parties, anniversaries or the like, which are not sponsored by the Library; or
 - events which might interfere with the functions of the library staff or the peaceful use of the Library's facilities by its users, or which might endanger the Library's buildings, collections or other property.
2. The Library reserves the right to impose limitations on the frequency of use of Meeting Rooms by any one Group.
3. No admission fees may be charged by any Group using a Meeting Room.
4. Meeting Rooms may not be used for the advertisement, solicitation or sale of products or services or for fund-raising purposes.

B. Responsibility

1. An authorized representative of a Group (the "Representative") approved for a Meeting Room will review this Policy and agree on behalf of the Group to abide by its terms and conditions. Agreement to the Terms and Conditions of this Policy on the Library's website shall constitute such Representative's agreement.
2. Minors may use a Meeting Room, provided the Representative of the Group who must be an adult reserves the Meeting Room and supervises the event on behalf of the Group.
3. Only Library personnel may set up and remove the seating and any audiovisual equipment requested by a Group in the Application for an event. Operation of the requested audiovisual equipment by the Representative or other member of the Group will be permitted at the discretion of the Library digital services personnel.
4. The Representative, as well as the Group, will be responsible for any loss or damage resulting from the Group's use of the Meeting Room (including to any equipment of the Library provided to the Group), and any ancillary facility such as the kitchen; compensation for any loss or damage is expected to be paid promptly upon receipt of the Library's invoice.
5. The Library is not responsible for loss or damage to any equipment, supplies, exhibit materials or other items owned or used by a Group in the Library.

C. Publicity

1. Permission granted to a Group to use a Meeting Room does not in any way constitute an endorsement of the Group's policies, beliefs or activities by the Library.
2. All publicity (flyers, posters, newsletters, press releases and invitations) to be used by a Group for a Meeting Room event must contain:
 - an acknowledgment of the Group's sponsorship of the event with contact information for the Group, including the name and contact information for the Representative of the Group; and
 - a disclaimer, prominently featured, to the following effect: THIS PROGRAM IS NOT SPONSORED BY THE NEW CANAAN LIBRARY.
3. Neither the name of, nor any contact information (e.g., address, telephone number, email address) for, the Library may be used as the address or headquarters for any Group using the Library for meeting purposes.
4. The Library does not promote or publicize through its website or other resources any Meeting Room event that is not Library-sponsored.

D. Care and Use of Facilities

1. Attendance will be limited to the maximum legal capacity of the Meeting Room selected.
2. All exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

3. Smoking is prohibited in the Library, including in any Meeting Room.
4. If the MR Usage Agreement permits the Group's provision of alcoholic beverages, the Group, prior to the event, shall furnish the Library with evidence of any required Liquor Permit for the event and a certificate evidencing the Group's liability insurance coverage and where requested, naming the Library as an additional insured. The Group shall also appoint the Representative or another adult member of the Group as the "Designated Person" for the event, who shall remain on the premises throughout the event and who shall be responsible for the Group's compliance with all laws and regulations applicable to the provision of alcohol.
5. Food and non-alcoholic beverages may be served in a Meeting Room, provided the Group obtains a temporary food permit for the event being held in the Meeting Room, if required, and complies with its provisions.
6. Burning of any materials in a Meeting Room, such as incense and candles, is prohibited.
7. Nothing may be affixed or mounted to the walls of a Meeting Room in any way without the prior consent of the Library.
8. The Meeting Room and the kitchen, where applicable, will be left clean and in good order.

Date Approved: July 2017
Next Review Date: July 2019