

## Community & Conference Rooms Policy

As part of its vision to be the community's vibrant hub for engagement, discovery and creativity, the Old Lyme-Phoebe Griffin Noyes Library encourages public use of its meeting rooms by local organizations, groups, and businesses according to the policies and procedures adopted by the Library's Board of Trustees as detailed below.

The library has two meeting rooms available for use: The Community Room (capacity 70) and the Conference Room (capacity 6). In addition, the library offers three small study rooms for quiet study and small meetings (see Study Room Policy).

### POLICY

- **Eligibility:** Individuals aged 18 or older may reserve a Room on behalf of non-commercial, non-profit, tax-exempt groups or organizations. Individuals representing local, for-profit groups or businesses may use the Rooms for informational meetings only.
- **Equitable Use of Meeting Rooms:** Rooms shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs, or programs by the Old Lyme-Phoebe Griffin Noyes Library. The Rooms may not be used for any activity that is likely to disturb patrons in entering and using library facilities, impede library staff in the performance of their duties, or endanger people or property.
- **Privacy:** Reservation of a Room does not convey a right to privacy. Staff may require that window coverings and/or doors remain open during the use of the Rooms.
- **Publicity:** All publicity for non-library sponsored events is the responsibility of the applicant. All publicity must contain a statement of sponsorship using the following phrase:

*This program is sponsored by (organization's name) and will be held in the [Community or Conference] Room of the Old Lyme-Phoebe Griffin Noyes Library, 2 Library Lane, Old Lyme, CT.*

The Library reserves the right to review and request changes to any fliers or other promotional materials that the applicant intends to issue in connection with the use of the Rooms.

- **Cancellations:**
  - The applicant should notify the library of a cancellation of a meeting room reservation as soon as possible.
  - The library may cancel a meeting room reservation due to building conditions, weather conditions, or other emergency situations. In the event of an emergency closing of the library, all meeting room reservations are automatically cancelled. Library staff will attempt to inform the applicant of any unexpected closings.
  - Programs and functions hosted or presented by the library will be given priority. The library may cancel a reservation made by a non-library organization or individual if the space is needed for library purposes. The library will make every effort to provide adequate notice and will attempt to find the most convenient alternate date or suggest another location.
  - In all cases, the applicant is responsible for notifying potential attendees of any schedule changes.
  - The library has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulations, or procedures.

- **Prohibited Activities:** The applicant is responsible for ensuring that all attendees adhere to library policy, including the Behavior Policy and the Child Safety Policy. In addition, the following activities are expressly prohibited:
  - Fees, dues, or donations may not be charged or solicited.
  - Selling or taking orders of any kind is prohibited.
  - Raffles, gambling, and/or bingo is prohibited.
  - Mandatory signing-in of attendees is prohibited; voluntary signing-in is allowed.
  - Religious services, private parties, and employee recruitment are prohibited.
  - Fundraising activities are prohibited except for those benefitting the library as approved by the Library Director.
  - Alcoholic beverages or other controlled substances are not allowed.
  - The violation of any federal, state, or local ordinances or regulations or Codes of the Police, Fire, and Fire Marshall Departments relating to public assemblies.
  - Violating local fire code regulations or exceeding room capacity is prohibited.

## RESERVATIONS & PROCEDURES

- **Reserving a Room:** Rooms may be reserved up to 6 months in advance on a first-come, first-served basis using the online reservation tool found on the library's website ([oldlymelibrary.org](http://oldlymelibrary.org)) or by speaking with a staff member. All reservations are pending until confirmed by a staff member.
- **Fees:** Rooms may be reserved for up to 4 hours (including set-up and take-down) free of charge. Any reservation exceeding 4 hours will be assessed a flat fee of \$50 per hour.
- **Limits of Use:** The Library reserves the right to impose limitations on the length and frequency of use of the Rooms by any one individual or organization to allow others to have the opportunity to make use of these spaces.
- **After Hours Use:** The Rooms are available to groups meeting after library hours, but applicants must arrange an appointment with library staff during regular library hours prior to the event to obtain necessary training on setting the alarm and to pick up a key. Meetings must adjourn 15 minutes before closing and the library vacated by closing time unless arrangements have been made for after hours use.
- **Furniture & AV Equipment:** The following is available for use:
  - **Community Room (capacity 70)**
    - 10 Tables
    - 70 Chairs
    - Projector screen and ceiling mounted projector with cables. The library can provide a compatible laptop with advance notice, but it is suggested that the applicant bring their own if possible. This equipment must be requested in advance of use. Technical support by library staff is only available as staffing allows and is unavailable outside of normal operating hours. It is strongly recommended that appointments be made in advance to become familiar with library equipment before a scheduled meeting.

- **Conference Room (capacity 6)**
  - 1 Conference Table
  - 6 Chairs
  - 1 wall-mounted television screen and cables for projecting purposes. The library can provide a compatible laptop with advance notice, but it is suggested that the applicant bring their own if possible. This equipment must be requested in advance of use. Technical support by library staff is only available as staffing allows and is unavailable outside of normal operating hours. It is strongly recommended that appointments be made in advance to become familiar with library equipment before a scheduled meeting.
- **Setup and Cleanup:** The applicant is responsible for:
  - Setting up chairs, tables, AV equipment, etc.
  - Restoring the Room to the same condition in which it was found.
  - The 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 applicant using the Room and removed promptly afterward.
  - A fee will be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive cleanup is required by library staff. Imposition of this fee will be at the discretion of the Library Director.
- **Storage:** Storage of materials before or after the reserved time needs prior approval. The library is not responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group.
- **Problems:** All problems encountered at any function must be reported to Library Staff as soon as possible.
- **Liability:** Any individual or group that uses the Rooms pursuant to these rules and regulations agrees to indemnify and to hold harmless the Old Lyme Phoebe Griffin Noyes Library, Inc., its Board of Trustees, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of the Room by such an individual or group. Any individual or group in violation of these rules may be asked to leave and/or denied future use of the facilities. This policy is subject to continuous review.

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Approved by the Board of Trustees, March 1991