

Norwalk Easter Public Library

Subject: Meeting Room Usage

Section: Access, Services & Programs

Board

Approved: February 2013

Last Revision: April 2022

Next Review: April 2025

MEETING ROOM USAGE POLICY

Purpose: The Norwalk Easter Public Library welcomes public use of its meeting room. The room may be used for civic, community, cultural, educational, political, religious, or social activities.

Permission to use the meeting room does not constitute an endorsement of any group's policies and beliefs by the Norwalk Easter Public Library.

Fees:

- Library-related groups, nonprofit organizations, and departments of federal, state, and local government may use the meeting room free of charge. Programs and promotion of library services or by the City of Norwalk-sponsored events will have priority for meeting room use.
- A \$50.00 rental fee is charged for private, social, or political gatherings.
- It is up to the Library Director to give final approval for waiving any rental fee. Organizations may be required to provide evidence of their non-profit status in order to reserve the meeting room.

Reservations:

- The meeting room will be considered reserved once a signed meeting room use application is on file and payment (if applicable) has been received. The application is available at the circulation desk or on the library's web site.
- The application must include the name, address, and phone number of the person who will serve as a contact and be responsible for the condition of the meeting room.
- Individuals must be 18 years of age or older to reserve the meeting room.
- Reservations are offered on a four-month, rolling basis.

- Please notify the library as soon as possible if a reservation must be cancelled. Rental fees will be refunded **if** reservation is cancelled more than 48 hours before event.
- The library reserves the right to cancel a reservation.

General Guidelines:

1. Except for library-related purposes, meeting room users may not charge admission, sell products, collect money, request donations, solicit business, or profit in any way. No solicitation for future sales is permitted without prior approval by the Library Director.
2. Meeting rooms are available for public use on a first-come, first-served basis.
3. The meeting room may not be booked on a regular weekly or monthly basis.
4. In the event of an unplanned/emergency library closure, room reservations during the closure may be cancelled.
5. Library policies and applicable federal, state, and local laws must be obeyed and the operation of the library is not to be disrupted.
6. Promotional materials may not state or imply library sponsorship and may only be distributed or displayed in the meeting room.
7. No more than 96 people may occupy the meeting room at one time per fire code.
8. The meeting room is equipped with 15 tables (30"x72") and 42 chairs. Tables and chairs may be arranged to suit your needs and are to be wiped down and put away after use.
9. Use of audiovisual equipment housed in the meeting room is permitted with prior approval. Equipment includes:
 - a. Ceiling-mounted LCD projector
 - b. DVD Player
 - c. Built-in projection screen
 - d. Wall-mounted white boards with dry erase markers
10. Wireless connection to the library's Internet service is available. The library's Computer Use Policy governs use of this service.
11. Users agree to adhere to the Rules of Conduct Policy to help ensure a safe and welcome environment for library users.
12. Except for library-related purposes, alcoholic beverages, loose glitter, confetti and lighted candles are not permitted.
13. Meeting room users must provide their own supplies for events.

14. Food and non-alcoholic beverages are allowed but must be kept in the meeting room. A kitchenette is equipped with a sink, refrigerator, microwave, and coffee maker available.
15. Attachments to interior and exterior surfaces with tape, glue dots, and other adhesives are not allowed.
16. The meeting room must be left in an orderly condition with all tabletops cleaned, room vacuumed, personal property removed, and the trash must be removed from building and placed in trash containers located behind the wooden fence on library property.
17. The library is not responsible for the loss of private property or for any accidents or injuries that may occur.
18. The library will bill for loss or damage of library property or if more than routine cleaning is necessary. Failure to comply with any part of this policy may result in immediate or future denial of permission to use the meeting room.
19. If a question or objection is raised regarding use of the meeting room, the Norwalk Easter Public Library Board of Trustees is the final authority in granting or refusing permission.

Adopted by the Norwalk
Easter Public Library February 10, 2003
Revised November 14, 2005
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