

# **HAGAMAN MEMORIAL LIBRARY MEETING ROOM USE POLICY**

## **1. Statement of Purpose**

The Hagan Memorial Library Board of Trustees views the use of the meeting rooms as an extension of Library services. The rooms should be available to the Library's community and should reflect the educational, cultural, social, civic and recreational role the library plays. The library adheres to the Article IV of the Library Bill of Rights, which states that facilities should be 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.

## **2. Availability and Application for Use**

There are three meeting rooms available for public use by groups:

### **DeMayo Room**

Located on ground floor

Seating Capacity 70

Wheelchair accessible entrance and bathroom

### **Community Room**

Located on ground floor

Seating capacity 70

Not wheelchair accessible

### **Board Room**

Located on the top floor (rotunda)

Seating capacity 12

Not wheelchair accessible

Library facilities other than public meeting rooms may not be used for events by outside groups. The Library reserves the right to host Library-sponsored events in the Library facilities at times determined by the Library Director in consultation with the Board of Trustees.

Meeting rooms are available for use during library hours: Monday 10-5, Tuesday-Thursday 10-8, Friday & Saturday 10-5.

Library sponsored events receive priority in scheduling. Availability of the meeting room for non-library sponsored events shall be on a first-come, first-served basis.

The fact that a group is permitted to use any of the Library's meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library.

Organizations other than the Library shall not exceed six evening meetings during the year. Evening is defined as the hours between 5:00—8:00 p.m. The year begins in July and ends in June.

Written application for each date must be signed and returned to the library for approval. The Community Services Librarian and the Library Director are authorized to determine the appropriate use of the rooms. In case of denial of use, appeal may be made in writing to the Library Board of Trustees.

The community room is available for use during regular library hours at no cost to non-profit organizations and community groups in the East Haven area engaged in educational, cultural and civic activities.

For-profit groups may use the meeting room for internal business meetings only. They may not derive any personal or financial gain. Such groups will be charged a fee of \$25.00 for the use of the room.

### **3. General Rules and Limitations**

Reservations for meetings rooms will not be accepted more than 6 months prior to the date of the meeting. Written application for each date must be filed at the front desk in order to reserve the room. Forms are available at the front desk, or on our website at [www.hagamanlibrary.info](http://www.hagamanlibrary.info).

Library staff will respond to your application via telephone or email within 48 hours. Groups using the meeting rooms will be responsible for proper supervision, set up of chairs (70) and tables (6) if needed, restoring the room to the same condition in which it was found and any costs arising from damage or loss during use.

Refreshments may be served. Smoking is not allowed anywhere in the Library.

If a group requires the library's audio-visual equipment, the user must be trained in advance and will be held responsible for any damage to hardware or software.

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 initiation.

Anyone violating these rules may be asked to leave and/or denied future use of the facilities.

The East Haven Public Library, Inc. Board of Trustees and their employees and agents are not liable for any claims arising out of the use of the Library meeting rooms.

### **4. Amendment**

The Library Board of Trustees reserves the right to amend this Meeting Room Policy at any time.

Adopted by the Library Board of Trustees April 15, 2010.

Amended by the Library Board of Trustees September 20, 2012.

Amended by the Library Board of Trustees August 21, 2014.