



# **Hagaman Library** **Meeting Room Use Policy**

## **Mission Statement**

The East Haven Library Inc., colloquially known as the Hagaman Memorial Library, is a center for community enrichment and, as such, seeks to provide information, resources and programs for lifelong learning, and to improve the quality of life of local residents through access to an excellent collection of materials in multiple formats, current technology, and cultural and other programming opportunities.

## **Purpose of the Meeting Room Use Policy**

The Hagaman Memorial Library Board of Trustees views the use of the library’s meeting rooms as an extension of Library services. The rooms are made available to the public for events that 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 Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. This policy of the Hagaman Memorial Library (the “Library”) provides library staff with guidance on acceptable reservation and use of the Library’s meeting rooms, and informs members of the public of the rules and costs for booking and using these spaces.

## **Key Definitions**

Library Meeting Room refers to five (5) spaces within the library, which have been designated as either Small or Large Meeting Rooms:

### **Small Meeting Rooms:**

#### The Board Room

- Located on the top floor
- Seating capacity 12
- Not wheelchair accessible

#### The Thought Bubble

- Located on the main floor
- Seating capacity 6
- Wheelchair-accessible

#### The Study Cove

- Located on the lower floor
- Seating capacity 6
- Wheelchair accessible

### **Large Meeting Rooms:**

#### The DeMayo Room

- Located on the ground floor
- Seating capacity 51
- A/V equipment available with prior training from staff, kitchenette
- Wheelchair-accessible
- Wheelchair-accessible restroom

#### The Community Room

- Located on the ground floor
- Seating capacity 70
- A/V equipment available with prior training from staff, piano, stage
- Not wheelchair-accessible



## **General Rules & Limitations of Use**

The Library reserves the right to suspend or cancel meeting space privileges to any individual, group, or organization that fails to comply with this and all other written library policies. Library programs and staff meetings have first priority in scheduling all meeting spaces; Town and Community Partner organizations having second priority. The Library reserves the right to refuse or cancel a booking at any time. Patrons will be notified of any cancelled reservation using the contact method they provided at the time of registration.

Library facilities other than the five Library Meeting Rooms may not be used for events by outside organizations, except with special permission from the Library Director. The Library reserves the right to host library-sponsored events in any Library facilities.

Distribution of unauthorized materials and solicitation of business or any form of profit is prohibited inside of the Library. Programs of a purely commercial nature by outside organizations or those designed for the solicitation of business will not be approved. Presenters may not use a speaking engagement to market or sell outside commercial products or services. The Library may, at Library Staff's discretion, opt to offer sales of Books, CDs, DVDs or other ancillary program materials related to the content of a program at a Library-sponsored events only, as a convenience to attendees. Fundraising inside the Library is limited to the Library and the Friends of the Library. Donations received through co-sponsored programs may be used to offset the cost of a program or may be split with another organization, at the discretion of the Library Director. Organizations may not charge admission, solicit donations, or sell merchandise with the exception of fundraising events that benefit the Library, or sales of materials at Library-sponsored events, and then only with prior approval of the Library Director. Nonprofit or community partner solicitation on the Library grounds may be allowed in special limited circumstances, with prior approval from the Library Director and Town Hall.

Library Meeting Rooms are not available for private parties at this time.

Written application for each meeting must be signed and returned to the Library for approval. Only the Community Services Librarian, the Library Director, and their selected agents are authorized to determine the appropriate use of Library Meeting Rooms. In case of denial of use, written appeal may be submitted to the the Board of Trustees with full knowledge of the Library Director. To make an appeal, a letter should be submitted in writing, in person to the Library Director, to be delivered to the Board Chair.

Library Meeting Rooms are not available when the building is closed, including for inclement weather or other emergency closures. Please check the Library's Facebook page, website, and local news stations including NBC, WTNH and WFSB in case of inclement weather.

**Small Meeting Rooms:** are available for use during regular Library hours at no cost to non-profit organizations, community groups, or individual members of the community ages 14 and over, to



engage in study or in educational, cultural, social, and civic pursuits. Reservations may be requested up to one month in advance by calling the Library at (203) 468-3890, or may be made at the Circulation Desk. To sign in, a copy of this Meeting Room Use Policy must be signed at the Circulation Desk and a photo ID will be required. Size of the group may not exceed listed room capacity. Advanced reservation of Small Meeting Rooms cannot exceed five meetings per month without permission from the Library Director; drop-ins are welcome as space and time allows. Groups that do not meet the qualifications of Nonprofit or Community Organizations may not use the Small Meeting Rooms.

**Large Meeting Rooms:** are available for use during regular library hours. To request a reservation, a Meeting Room Use Agreement Form must be completed in advance and submitted to the Community Services Librarian for approval. To sign in, a photo ID will be required and must match the name on the Agreement Form. Organizations and individuals other than the Library shall not exceed 12 evening meetings in Large Community Rooms per year without permission from the Library Director. Evening is defined as the hours between 5-8pm. The fee table for using Large Meeting Rooms is included below. These fees represent the minimum cost to use the Library Meeting Rooms; additional donations are encouraged to support the Library's ongoing mission of serving the East Haven Community.

- **Nonprofits, Town Departments & Community Partner Organizations:** No cost. Note that nonprofit organizations will be required to show proof of 501(c)3 status. To discuss becoming a Community Partner Organization, contact the Library Director.
- **Outside Community Organizations:** \$25 per use. This includes outside civic organizations, parent groups, homeschool groups & other local organizations who do not have nonprofit status but are meeting with the primary goal of education, culture, or civic enrichment.
- **For-profit Businesses & Other Organizations:** \$40 per use. This includes businesses, for-profit organizations, condominium associations, and other groups that do not qualify as civic organizations. Meeting Rooms may be used for internal meetings only.
- **Individuals:** Large Meeting Rooms are not available for individuals to book at this time.

Proof of liability insurance or financial security may be required of any reserving party whose activity, in the opinion of the Library Director, Board of Trustees, or Town Insurance Risk Manager, warrants such coverage. Evidence of financial security will be due at least seven (7) days prior to the planned event. If you are notified that insurance is required, minimum insurance requirements will be as follows: General Liability Insurance: Broad form also naming The East Haven Public Library and Town of East Haven as additional named insured for the function specified on the application form.



## **Behavior & Use of Meeting Rooms**

- A. The Library's Patron Behavior Policy and all other policies shall apply at all times, including at events booked in Library Meeting Rooms. Outside Groups using the Library Meeting Rooms are responsible for proper supervision of attendees at their events and may be held accountable for behavior of attendees or any damage caused by attendees. Please read the full **Patron Behavior Policy**, available on the Library website, to be familiar with all rules. If the organization or meeting attendees behave in a way that is contrary to the Library's policies, the meeting may be suspended at the discretion of a Library Staff Supervisor, and the organization may be banned from holding future meetings at the Library at the discretion of the Library Director. Prohibited behavior includes:
- i. Smoking or vaping on Library property (Ord. No. 1120, 7-2-19)
  - ii. The use of intoxicating substances including alcohol, marijuana, or inappropriate use of controlled substances (Ord. No. 900, § 8.1, 5-7-12)
  - iii. Aggressive or hate speech
  - iv. Threats, harassment, or violence of any kind
  - v. Solicitation
- B. Groups using Library Meeting Rooms are responsible for all set up and break down for their own events. This includes set up of chairs and tables if needed and restoring the room to the same condition in which it was found. In order to protect floors and furniture, properly lift furniture and set it in place; only drag tables and chairs with wheels or casters.
- C. **Organizations are responsible for any costs or loss arising from damage to walls, floors, tables, chairs, equipment or other items during use. If you find that an item is damaged at any time, please notify staff immediately.**
- D. Refreshments are allowed within Library Meeting Rooms. Groups using Library Meeting Rooms are responsible for all cleaning of any messes made by any attendees during their event. **A \$50 cleaning fee will be charged if the room is not left in a clean and orderly condition.** Please carry all food garbage to the dumpster in our parking lot on exiting. If a mess is made during the course of a meeting, please notify Library staff immediately. Staff will provide you with access to appropriate cleaning supplies. Failure to comply with these rules may result in additional fees and penalties, including suspension of room-use privileges.
- E. If a group requires use of audio-visual equipment, at least one user from the group must receive training in advance by a library staff member. This applies to technology novices and experienced users alike. Groups are responsible for scheduling A/V training with the Community Services Librarian in advance of their program, and will not be permitted to use equipment if a member of the group has not received prior training. Please plan accordingly.
- F. The use of candles or any other flame is prohibited.



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- G. The Library provides a publicly viewable listing of all events on the calendar, and directional signage may be provided by the Library. Groups may not post their own signs inside the library. Materials and signs shall not be affixed to the walls or doors.
  - H. The Library provides publicity for Library-sponsored events only, and shares publicity only for Community Partner events. Publicity for outside events held in Library Meeting Rooms is the responsibility of the sponsoring organization, and will not be shared by the Library. Publicity should not give the impression that the Library is a sponsor of any meeting unless a Community Partnership Agreement has been made and approved by the Library Director.
  - I. Outside Organizations may not store materials at the Library. Community Partner Organizations may store materials only with permission of the Library Director. The Library is not responsible for damage or loss to equipment, supplies, exhibits or exhibit materials or other items owned by an individual or group. Please plan accordingly.
  - J. Youth Organizations using the Library Meeting Rooms must be accompanied by an adult supervisor, 21 years or older, who has parental permission and assumes full responsibility for supervision of the group for the entire time they are in the Library. The Library supports the right of parents and guardians to supervise their children's behavior, safety, and material choices; the library does not act *in loco parentis* (in place of parents). Parents and guardians should plan accordingly. For more information, see the Unattended Children's Policy.
  - K. The Library, Library Board, Library Director, Library staff, and agents are not liable for any claims arising from the use of this facility. Any group or individual that uses the Library and/or a Library Meeting Room pursuant to the policy and rules and procedures agrees to indemnify and to hold harmless The East Haven Public Library, the Library Board of Trustees, Library staff, the Library Director, and the Town of East Haven from any and all claims, actions, causes of actions of any kind which may arise out of the use of the room by such group or individual. This is in accordance with the Town's Ordinances which are required for use of any town facility (Ord. No. 900, § 9.1, 5-7-12).
  - L. The Library may choose to prohibit an activity that is found by the Director or Community Services Librarian to be disruptive to use of the Library by other library patrons, duplicative of library-sponsored services or programming, or which does not comply with the Library Program Policy, Patron Behavior Policy, or any other written policies.
  - M. Additional cost of police or fire protection, if deemed necessary by the Library Director, Library Board of Trustees, or Town, must be paid by the user or the event may be cancelled.
  - N. Sponsors of meetings open to the public may not require sign-in of attendees or make any follow-up contact at the sponsor's initiation.
  - O. Meeting Rooms must remain open to Library Staff at any time, even while a meeting is in session. Please plan accordingly.



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- P. Groups must clean up and vacate the room at the scheduled time. For groups meeting at the end of the day, meetings must end at least 15 minutes prior to the building closing, to provide time to clean up and vacate the library prior to the library's closing time.

The Library Board of Trustees reserves the right to amend this 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  
Amended by the Library Board of Trustees November 21, 2019  
Amended by the Library Board of Trustees March 17, 2022  
Amended by the Library Board of Trustees March 19, 2026  
Amended by the Library Board of Trustees April 21, 2026

I acknowledge that I have been provided with a copy of this policy and have read it in its entirety. In requesting any future use of the library's meeting rooms, I understand that I am agreeing to comply with all parts of this policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_