

Meeting Room Use Policy

The East Granby Library Association (Library) offers free and open access to everyone and therefore welcomes individuals and groups into our building regularly. This policy is designed to address the specific meeting room spaces available for public use that are separate from the general use space within the building.

Statement of Purpose

The Library encourages public use of meeting rooms as gathering places to exchange ideas, share information, and participate in programs created for public enjoyment, public education, and civic engagement. The purpose of this Meeting Room Policy is to establish the rules and procedures by which users of the Library may use the Library's meeting rooms. The Library subscribes to Article IV of the Library Bill of Rights, which states that such rooms should be made available to the public and served on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The following priorities, in order, are established for scheduling events at the Library:

1. Library activities, including co-sponsored events and partnerships
2. Meetings or special events by non-profit community groups whose goals are educational, cultural, civic, informational, or recreational
3. Businesses or private individuals presenting free programs, open to the public
4. Businesses or private individuals using the rooms for meetings

General Rules and Information

- ***Granting an individual or group permission to use a room does not in any way constitute an endorsement of the individual or group's policies, beliefs, or actions by the Library. All invitations, announcements, press releases, etc. must not state or imply that the event is sponsored by the Library.***
- Requests to use Library equipment must be made at the time of the room reservation. Groups who use Library equipment or rooms to show movies must secure all necessary performance rights and agree to indemnify the Library for any failure on their part to do so.
- The Library retains the right to cancel any meeting room reservation granted for emergency and/or operational reasons. The Library will provide as much notice of the canceled reservation as possible.
- Library rooms are available at no cost to users, though donations are encouraged; users may not charge admission or make sales.
- Rooms may not be reserved for groups larger than the maximum capacity stated below. It is the responsibility of the applicant to ensure that the maximum capacity is not exceeded.

- Meeting rooms may not be used for activities likely to disturb regular Library functions. The Library reserves the right to deny space use requests that are likely to become disruptive to normal Library operations or present a threat to safety to the public and/or the Staff.
- Refreshments may be served with advanced permission from Library Staff.
- Smoking, electronic nicotine delivery systems or vapor products, the use of open flames, and the use of alcoholic beverages are not permitted on Library property.
- Any use of the meeting room by a minor patron(s) without an adult present must conclude fifteen (15) minutes before the Library closing time.
- All meeting room attendees shall agree to indemnify, hold harmless, and defend the Library and the Library Board of Directors and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from, or incident to the organization's use of the Library's meetings rooms.
- All meeting attendees must adhere to the Library Rules of Conduct. Any violation of stated policies, regulations, or procedures will be required to leave and/or be denied future use of the facilities.

Availability

Rooms are available for use during Library hours. Rooms may be used for up to two hours per day. This time may be extended at the discretion of the Library Staff based on other requests for the space being used.

Linda Viers Large Conference Room

The Linda Viers Large Conference Room is our large meeting space and is available for year-round booking. This room is designated as the main space for library programming. Thus availability is limited and reservations are required.

- Maximum Capacity – 50 (30 for comfortable seating)
- Available Technology – HDMI connection to the system, projector, screen, and room audio speakers for presentations and video calls
- Available Amenities – Kitchenette (refrigerator/freezer, sink, prep counter)
*Please note, as this room is available for use after the library closes, video surveillance may be in use.

Small Conference Room

- Maximum Capacity – 12 (seating for 8)
- Available Technology – HDMI connection to the system, computer w/TV screen, camera speaker system for video calls

*Please note, as this room is available for use after the library closes, video surveillance may be in use.

Children's Art Room

- Maximum Capacity – 18
- Only available with permission from the Children's Librarian

Historical Room

- Maximum Capacity – 6
- Only available with permission from the Historian or the Library Director

Responsibilities of Users

- Individuals requesting to reserve a room either for personal use or on behalf of a group or organization, must complete an "Application to Reserve a Meeting Room" before the first scheduled meeting. For a future date(s), the "Application to Reserve a Meeting Room" may be downloaded from our website ahead of time. Individuals requesting the use of a room on a same-day drop-in basis may obtain the application from the front desk and complete it on-site.
- Cancellation of room use: It is the responsibility of the user to notify the Library Staff if a meeting is canceled.
- **The person reserving the room assumes responsibility for proper supervision of the group, restoring the room to the same condition in which it was found (including clean-up [vacuum is available upon request] and trash removal), and informing the Library Staff when the meeting has ended. Users may be held responsible for any damage or loss to Library property.**
- An adult who reserves a room on behalf of a group of children or teens shall assume full responsibility for the entire group from the time its members arrive until the last has left the premises.

Delegation

The Library Director or the Library Board of Directors is granted full authority to make exceptions to this policy as deemed appropriate.

Approved on: March 20, 2024
East Granby Library Association Board of Directors