



## North Haven Memorial Library

### **Meeting Room Policy**

The use of the Community Room at the North Haven Memorial Library is primarily for Library related activities. If the room is available, it may be used by groups or organizations devoted to educational, cultural, civic, or other activities of general community interest with priority given to North Haven groups. Internal meetings of local groups and businesses may use the facility. The room is not available for commercial, religious services, or partisan political purposes. The room may not be used for private parties. The room may not be used for purposes prohibited by Town, County, State, or Federal law. Meeting Room users must abide by the Library's Code of Conduct.

The Library Board of Directors subscribes to Article VI of the Library Bill of Rights, which states, "libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the Community Room does not in any way constitute an endorsement of the group's policies or beliefs by the Library or Town.

The Library is responsible for providing a safe, peaceful, and respectful environment to the community. The Library Director and Library Board of Directors reserve the right to reject a reservation request if the anticipated meeting is likely to be disruptive to regular library functions, too large for the Community Room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with any of the terms and conditions of this policy. The Library Director and the Library Board of Directors reserve the right to determine, in their reasonable discretion, whether any proposed use of the Community Room will require police protection. If it is determined that such police protection will be necessary, the group seeking to reserve the use of the Community Room shall be required, as a condition of such reservation, to pay for the cost of this police protection.

The Library reserves the right to seek references of any group before booking the room.

#### Rules and Regulations

1. Reservations for the room may be made up to 60 days in advance. When signed by an authorized representative, this application signifies agreement of the organization to abide by the regulations outlined below. Meeting room applications are available on our website at [www.northhavenlibrary.net](http://www.northhavenlibrary.net) and must be completed and returned to the North Haven Memorial Library, 17 Elm Street, North Haven, CT 06473. The room will not be held until the Community Room application is completed, submitted to the Library, and approved by the Library Director.
2. Cancellations must be made at least two days prior to the scheduled meeting. Failure to do so may forfeit the right of the group to reserve the Community Room in the future.



## North Haven Memorial Library

3. Priorities in considering applications for use:
  - a. Library sponsored meetings or programs
  - b. Library related meetings or programs
  - c. Town of North Haven Boards and/or Commissions
  - d. Educational, cultural, or civic meetings, or programs of organizations that service North Haven
4. All meetings must be open to the public unless prior approval is given by the Library Director.
5. Meetings may only be held during the hours that the Library is open. Use of the room may not interfere with the normal operation of the Library. The meeting must conclude and all attendees must leave the premises 30 minutes before the Library closes.
6. Only persons 18 or older may sign the meeting room contract. A responsible adult must accompany groups of persons under the age of 18. Children of attendees under the age of 12 may not be left unsupervised in the Library.
7. The Library should not be considered a regular meeting place for non-Library or non-local governmental groups.
8. Library equipment use is not part of the room use. Groups may bring in their own equipment for use during programs, however, the Library will not be held responsible for any damage to this equipment.
9. Storage of materials before or after a program is not allowed.
10. Groups are responsible for their own publicity. The publicity may not imply that the Library or the Town of North Haven is in any manner connected with the meeting except for providing the location. Groups may not use the Library address as a mailing address nor may they use its phone number to conduct business.
11. Keys to the building are not available to any group.
12. Kitchen facilities are not available. No food or drink will be allowed in the rooms without prior permission.
13. Groups should procure any license or permit necessary to conduct their meeting (ex. Food or Movie License).
14. The Library is a smoke free environment.
15. Alcoholic beverages are strictly prohibited.
16. No material may be affixed to any wall surfaces.
17. Groups using the room are responsible for:
  - a. Setting up chairs, tables, equipment, etc.
  - b. Restoring the room to the same condition in which it was found. Failure to leave the Community Room space in the same condition as when the group arrived will result in the loss of the privilege to reserve the room.
  - c. Costs arising from any damage that occurs during the assigned time of use.



## North Haven Memorial Library

- d. Proper supervision. Organization using the room must ensure that attendees adhere to the Library's Code of Conduct.
18. The Library reserves the right to close the building in the event of inclement weather. Any meeting scheduled would be cancelled and would need to be rescheduled.
19. Events involving the sale, advertising, solicitation, or promotion of commercial products or services are prohibited. Only Library sponsored meetings or programs may involve the sale of items, fund raising activities, or solicitation of donations, with prior permission given by the Library Director. Gambling in any form including sales of tickets is prohibited.
20. The Library staff will not take incoming calls for meeting room attendees, except in an emergency.
21. All activities must comply with local fire code regulations.
22. Maximum capacity - 114
23. A fee of \$25, payable to Treasurer, Town of North Haven, must be collected before the meeting.

These regulations will be interpreted by the Library Director and/or the Library Board of Directors.

Groups agree to hold harmless the Town of North Haven, its Boards and Commissions, and employees for any injuries arising out of use of the Community Room.

The Library and the Town of North Haven expressly reserve the right, in their sole discretion, to amend, modify or revise these regulations.

Adopted by the Library Board of Directors May 18<sup>th</sup>, 2017



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North Haven Memorial Library

**Community Room Contract**

Organization Name: \_\_\_\_\_

Pres. /Chair: \_\_\_\_\_

Phone (work): \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

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

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

Name of authorized person submitting application: \_\_\_\_\_

Phone (work): \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_ Time convening at: \_\_\_\_\_ Time adjourning: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ (Maximum capacity 114 people per local fire code regulations)

Speaker's Name (if applicable): \_\_\_\_\_

There is a \$25.00 Community Room usage fee, which must be collected before program.  
Checks should be made payable to: Treasurer, Town of North Haven.

**Signing this application signifies agreement of the organization to abide by the Meeting Room Policy (attached).**

Signature of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULED USE OF THE COMMUNITY ROOM IS CONFIRMED ONLY WHEN APPROVED BY THE LIBRARY DIRECTOR.**

For questions regarding the use of the Community Room, or to book a date, please contact Laurel Oravetz at the North Haven Library 203-239-5803 or email at [loravetz@northhavenlibrary.net](mailto:loravetz@northhavenlibrary.net)

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**LIBRARY USE ONLY**

Library Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Date confirmed with user: \_\_\_\_\_ Check received date: \_\_\_\_\_