

Effective Date: March 2004

Meeting Rooms Policy

The primary purpose of the meeting room(s) at the Seymour Library is for library activities, including programs and fundraising events presented by library staff, the Friends of the Seymour Library and/or other organizations affiliated with the Seymour Library.

When not needed for library purposes, meeting rooms are available for use by non-profit organizations, government agencies and community groups for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussion, workshops and other similar functions. Programs must not be disruptive to the operation of the Seymour Library or its patrons.

Use of meeting rooms does not imply the library's endorsement of the organization's beliefs or activities. Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the library in any advertising or publicity. Except as a designation of location, the name of the library may not be used in any publicity related to the use of meeting rooms, nor may the library's telephone number be placed on any publicity.

The Seymour Library does not charge for the use of its meeting room(s).

If the Seymour Library is closed due to weather or like emergency, the meeting room(s) will also be closed.

Rules and Regulations

- All meetings at the Seymour Library must be open to the public.
- Rooms may not be guaranteed for regular meetings, (i.e. weekly, monthly, etc.) by non-library organizations.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
- Sign-in may not be required as condition of entry to a meeting. If this information is taken, organizations must secure the permission of attendees for any future use.
- Rooms may not be engaged by outside organizations for profit-making, commercial or fundraising purposes, or by individuals. No promotional materials to solicit business may be distributed at meetings.
- Sale of merchandise is forbidden, except by performers at library-sponsored events with pre-approval to sell sound recordings, DVDs and books related to their performance.
- Rooms may not be used for personal or family purposes (birthday parties, baby showers, etc.)
- The Seymour Library will not provide AV equipment, AV operators, tools or supplies.
- Only light refreshments may be served (cookies, etc.) The group serving them is responsible for any clean up following the meeting.
- No alcoholic beverages may be brought into, served, or consumed on the Seymour Library's premises by outside organizations.
- Smoking is not permitted.

- Room(s) capacity limits must be observed - as determined by Town of Clarkson Fire Code.
- Room(s) are to be used by either adults or youth groups with adult supervision (over the age of 18 years).
- The Seymour Library is not responsible for lost, stolen, damaged or broken items.
- Meeting rooms are scheduled on a first come, first serve basis. They are available during public service hours only and must be vacated 15 minutes before closing time.
- Reservations can be accepted for only two dates at one time.
- The request may not be made more than two months ahead of the date specified.
- Room bookings are subject to cancellation with two weeks notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.

Responsibilities of Groups/Organizations Using Meeting Space

- Room(s) set up and clean up will be done by those persons reserving the room(s).
- Room(s) must be left in a neat and clean condition. Tables and chairs should be returned to the position in which they were found.
- Payment for loss or damage to library property, including extra time spent by library staff to restore room to original condition, will be billed to the organization and group member designated on the Meeting Room(s) Application.
- Publicity must clearly state the meeting is not sponsored by the Seymour Library and the sponsoring group must be clearly identified.
- Any group violating these guidelines may lose use of the Seymour Library meeting room(s).

Procedure for Reserving Meeting Room Space

1. Eligible groups may apply for use of the Seymour Library meeting room(s) at the Information Desk, not more than two months ahead of the date specified.
2. Proof of non-profit status may be required.
3. An adult member of the requesting organization must fill out and sign a Meeting Room Agreement form in person. Once on file, the organization's representative may reserve a room by phone. Meeting Room Agreement forms must be updated, in person, every 2 years.
4. The Meeting Room Agreement form will be filed in the Meeting Room binder, found at the Information Desk.
5. The requested date will be entered in the Meeting Room calendar and regarded as confirmed.

Adopted: March 2004

Revised: March 2009, May 2005

Reviewed:

Meeting Room(s) Agreement Form

I, _____, as representative of _____
have read the Seymour Library's Meeting Room(s) Policy, including "Responsibilities of
Groups/Organizations Using Meeting Space," and hereby agree to abide by these policy guidelines.

I understand that I will be asked to update this form, in person, **every 2 years**.

Signature: _____

Date: _____

Contact number: _____