



Policy #800-9

Adopted Date: September 2015

Revised: December 2020

Seymour Library Local History Room Policy

The primary purpose of the Seymour Library's Local History Room is to provide a space for patrons to research the communities' vast and rich histories and to provide a venue for lectures/programs that focus on historical subject matter or meetings held by local nonprofit organizations whose mission is to preserve and highlight local history. As with other meeting spaces, there is no charge for use of this room.

If the Library meeting rooms are booked, or cannot adequately meet the capacity needs of the event, the Local History Room may be used by Library staff, the Friends of the Seymour Library and/or other organizations affiliated with the Library.

Provision of space does not constitute the Library's endorsement of any group or its activities.

The Local History Room will be scheduled on a first-come, first-served basis and will be available during the Library's normal hours. The room be vacated 15 minutes before closing time.

If the Library is closed due to weather or like emergency, the Local History Room will also be closed.

Refreshments may not be brought into the Local History Room without prior approval. Only light refreshments will be permitted; the group serving them will be responsible for any clean up immediately following the meeting.

Rules and Regulations

- All meetings at the Seymour Library must be open to the public.
- The room may not be used for parties (birthday, showers, etc.).
- The room is to be used by either adults or youth groups with adult supervision (over the age of 18 years).
- Programs may not be disruptive to the operation of the Library or to Library patrons.
- Rooms may not be engaged by outside organizations or by individuals, commercial or fund-raising purposes. 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.

- No fee may be charged, or contributions solicited for non-Library sponsored programs.
- AV equipment is available, but The Seymour Library does not provide AV operators; training by library staff on the use of equipment must be requested by the user at least one week in advance of program date.
- 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.
- Rooms may not be guaranteed for regular meetings, (i.e. weekly, monthly, etc.) by non-library organizations.
- 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.
- No alcoholic beverages of any type may be brought into, served, or consumed on Library premises, unless for fundraising events to benefit the Library or approved by the Board of Trustees in advance.
- Smoking is not permitted, vaping or any other tobacco use is not permitted.
- Capacity limits must be observed - as determined by Clarkson fire code.
- The Library is not responsible for lost, stolen, damaged or broken items

Responsibilities of Sponsoring Group or Organization

- Room set up and clean up will be done by those persons reserving the room
- Room 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 custodial staff to restore room to original condition, will be billed to the organization and group member designated on the Local History Room Application
- Publicity must clearly state the meeting is not sponsored by the Library and the sponsoring group must be clearly identified
- Copy of publicity must be filed with the Library prior to the meeting
- Any group violating these guidelines will lose use of the Seymour Library Local History Room

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Local History Room Procedure

1. Nonprofit organizations or groups whose mission is to preserve and highlight local history may apply for use of the Seymour Library Local History Room at the Information Desk.
2. Proof of non-profit status may be required.
3. An adult member of the requesting organization must fill out and sign a Local History Room Agreement form in person. Once on file, the organization’s representative may reserve the room by phone or email (reservation requests are not available online).
4. The Local History 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 Seymour Library Event calendar and regarded as confirmed.
6. The request may not be made more than three months ahead of the date specified.

**Seymour Library
Local History Room Agreement**

I, _____, as representative of _____
have read the Seymour Library’s Local History Room Policy and hereby agree to abide by these policy guidelines.

Signature: _____ Date: _____

Contact number: _____