



Trumbull Library System

Meeting Room Use Policy

The Trumbull Library System Board of Trustees views the use of meeting rooms as an extension of its mission to serve the community's access to information and public discourse. The Library welcomes the community's use of its meeting rooms for educational, cultural, information exchange, technology or civic meetings and programs. The following policy applies to the Hawley-Nichols Community Room, the Kiwanis Room and the Merwin Room in the Main Library, and to the Community Room in the Fairchild-Nichols Memorial Branch Library.

Meeting rooms are available for both non-profit and for-profit groups that serve the Trumbull area. Persons seeking to use the rooms are required to have a Trumbull Library card in good standing.

Library-sponsored, or co-sponsored, meetings have priority in scheduling. Otherwise, meeting space is made available on a first-come, first-served basis. Meetings or programs which may interfere or be disruptive within normal library hours cannot be approved. Conflicts in scheduling among organizations will be resolved through the discretion of the Library Director. Disagreement with the Director's decision will be referred to the Library Board for their adjudication.

Room availability will be considered regardless of the beliefs, affiliations or viewpoints of a requesting group's individual members. However, the position of the Library is to not endorse the activities or viewpoints of meeting space applicants. This position of non-endorsement is to be clearly stated in all publicity for the meeting, including oral pronouncements and printed literature.

The Board of Trustees will deny a reservation for meeting space should they deem the activity to be inappropriate for a public building.

The Library reserves the right to impose a limit on the frequency that meeting rooms are reserved by an organization. Annual applications expire at the end of the fiscal year (June 30). Applications for the year following may not be submitted prior to April 1st. There is no automatic carryover of scheduled times to a succeeding fiscal year, but a reasonable effort will be made to maintain previous time slots, overall scheduling permitting.

No meeting facility or other area within either library site will be used for commercial or pecuniary activity, such as marketing, buying, and selling of items and services to the public, gambling or the exchange of money, with the exception of the Friends of the Library, a 501(c)(3) organization, unless authorized by the Library Director.

Fundraising activities are not permitted in either the main or branch libraries, nor are solicitations from an event's participants or audience, unless authorized by the Board.

Solicitations not connected to events, within library buildings or grounds, are not permitted without the approval of the Library Director.

Meeting rooms are public spaces and may not restrict access to the public in any way. They may not be used for personal or private functions such as birthday parties or weddings.

No smoking is permitted in the main or branch library buildings or grounds.

Possessing, selling, distributing or consumption of any alcoholic beverage are not permitted unless authorized by the Board for a Library-sponsored event. No controlled substances are permitted on either of the libraries' premises under any circumstances.

Attendees at all meetings are expected to comply with the Library System's Patron Conduct Policy and further, organizations using the large community rooms at either library location are responsible for supervising their meetings to ensure that the attendees adhere to this policy. An appropriate number of competent adults, chaperons or sponsors must accompany groups of minors or young children, per the Library System's Teen Programming Policy.

Cell phone conversation should be conducted in the lobby or outside areas of the Library. Cell phones, pagers or similar audible electronic devices should be turned off or be in silent mode within the library buildings, per Trumbull Library Board policy.

Applications for use of library rooms for meetings are to be made through the Library Director, in reasonable advance of the date(s) needed, by completing the Meeting Room Reservation form. Approvals for use of rooms will be made by the Library Director. Accordingly, notice of the cancellation of a scheduled meeting should be brought to the attention of the Director as far in advance as is possible.

Liability insurance may be required for all meeting room reservations, at the discretion of the Library Director.

Fees for use of the libraries' facilities are set by the Library Board, cognizant of the rates charged by libraries in nearby towns. Room fees differentiate between non-profit and for-profit organizations but do not for associated special service charges. The Board is to periodically review the fee structure, for revision or not, within a 3-year period.

The following fees will apply:

ROOM RATES *

ROOM	For-PROFIT	Non-PROFIT
Community Room (Hawley-Nichols)	\$70 per hour	\$20 per hour
Kiwanis	\$30 per hour	\$15 per hour
Merwin	\$40 per hour	\$20 per hour
Community Room (Fairchild-Nichols)	\$40 per hour	\$20 per hour

SERVICE CHARGES *

SERVICE	For-PROFIT, Non-PROFIT
Set-up/Breakdown	\$25
Electronics Equipment Use	\$10
Before / After Hours (if incurred)	Room Rate

* Effective July 1, 2017

Groups staying past closing will immediately incur the before/after hours fee. It is the group's responsibility to ensure that they leave prior to closing. Kitchen facilities, tables and other facility-specific items may be used when approved by the Library Director. The Board assumes responsibility for normal maintenance of the piano in the Hawley-Nichols Community Room. Any additional need for tuning is the responsibility of the sponsoring organization.

It is expected that the sponsoring organization will leave rooms in the condition in which they were found. An additional custodial fee will be charged, if necessary, at a rate of two (2) times the regular custodial hourly labor rate. Organizations are liable for damage to Library property.

Each organization will be notified in advance as to the amount of fees and service charges for which they are responsible. Payment must be made when their reservation is accepted.

Board-organized or sponsored functions, as well as Board- approved functions run by other town government departments, have no charge. Requests from other applicants for waiving of room charge fees may be considered through the Library Director for approval by the Board. Criteria for the waiving of room fees include: consideration of the generosity of other financial donations made by the organization to the Library or the nature of the planned event. A fee waiver for repeat events by an organization are valid only during the fiscal year of the award, and a new application is required for any future consideration. Service charges are the same for non-profit and for-profit organizations and these cannot be waived.

The Merwin Room and the Kiwanis Room are available only during those hours the main library is open. The community room at the latter may be used outside of regular Library hours, at the discretion of the Library Director. The community room at the Fairchild-Nichols Memorial Library may be used only during those hours that this branch facility is open.

Person attendance guidance (as specified by the Town of Trumbull Fire Marshal) for the available rooms are:

ROOM	MAXIMUM ATTENDANCE
Community (Hawley-Nichols)	144 (20 minimum)
Kiwanis	20
Merwin	40
Community (Fairchild-Nichols)	50

The Town of Trumbull, the Trumbull Library System and its Trustees, the Library Director and library staff are free from any liability for the loss, theft, or damage to property of any group or individual using the Libraries' meeting rooms or kitchen facilities, and in addition assume no responsibility for injury to individuals while on library premises.

This policy and the implementation guidelines are subjected to continuous review and may be amended by the Board.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

Reviewed and Updated by the Trumbull Library Board of Trustees - May 10, 2017