

# Trumbull Library

## Meeting Room Usage Policy

Revised and Adopted by the Trumbull Library Board of Trustees - September 11, 2024

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### Purpose

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.

### Room Booking Process

Rooms can be booked using the Library's online reservation system or contacting the Library directly. <https://trumbull.libcal.com/reserve/>

## Audience, Usage, and Policies

### Audience

Meeting rooms are available for both nonprofit 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.

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 Trumbull Library, in allowing the use of its meeting rooms, does not endorse any specific group, its beliefs or its speech."

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

### Acceptable Use Guidelines

No sale of goods or services, fundraising, or solicitation for future sales or services will be permitted without prior Library Administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service; to seek membership in any organization; or to obtain a donation/contribution. This includes the collection of "free-will" offerings. Public property, such as Library buildings, facilities, parking lots, grounds and other real property, is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.

Library meeting rooms are designed to meet general, non-commercial, informational, educational, cultural and civic needs. Meeting rooms are public spaces and may not restrict access to the public in any way. Excluded are purely social events which include but are not limited to parties or entertainment and meetings for the benefit of private individuals.

### Policies

1. 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.
2. An appropriate number of competent adults, chaperones or sponsors must accompany groups of minors or young children, per the Library System's Teen Programming Policy.
3. 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.

4. 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.
5. 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.

## Publicity

1. Permission to use a Meeting Room does not in any way constitute an endorsement of the Group's policies, beliefs or activities by the Library.
2. All publicity (flyers, posters, newsletters, press releases and invitations) to be used by a Group for a Meeting Room event must contain:
  - a. An acknowledgment of the Group's sponsorship of the event with contact information for the Group, including the name and contact information for the Representative of the Group; and
  - b. A disclaimer, prominently featured indicating that it is not sponsored by the Trumbull Library System.
3. Neither the name of, nor any contact information for, the Library may be used as the address or headquarters for any Group using the Library for meeting purposes.
4. The Library logo and branding may not be used without the Library Director's written permission.

## Room Options & Fees

1. 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 the reservation is accepted. Payment must be in the form of cash or check, to be made out to "Trumbull Library."
2. 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 nonprofit 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. Library-sponsored and Town of Trumbull sponsored events and programs incur no charge.
3. Meeting rooms are only available during posted Library hours.
4. 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.

The following fees will apply:

Room	Description	For Profit	Non-Profit	Maximum Attendance*
Community Room (Main Branch - "Hawley-Nichols")	Large room with stage and AV equipment available	\$70 per hour	\$20 per hour	98 max 20 min
Kiwanis	Boardroom style meeting room. Table seating for 14 with room for some additional chairs.	\$30 per hour	\$15 per hour	20
Merwin	Children's program room. Suitable for group activities with table setup.	\$40 per hour	\$20 per hour	40
Community Room ("Fairchild-Nichols")	Medium sized room with AV equipment available.	\$40 per hour	\$20 per hour	50

\*Person attendance guidance (as specified by the Town of Trumbull Fire Marshal).

### Room Setup And Additional Fees

The reserving party/event host is responsible for meeting room setup and breakdown. The Library can assist with additional room setup with at least 7 days notice of requirements. A set-up or breakdown fee will apply, generally \$25.

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, approximately \$45/hour. Organizations are liable for damage to Library property. See the Liability section for more information.

Options for setup include:

1. Theater style setup - 40 chairs facing the stage and 6 tables at the sides of the room (Default)
2. Tables with chairs - up to 10 tables with chairs surrounding
3. Rows of tables with chairs - up to 12 tables with chairs on either side
4. Chairs in circular format - up to 30 chairs
5. Others upon request

## Equipment Availability

Main Branch - "Hawley-Nichols Community Room"

Equipment can be made available with advanced permission and at least 7 days notice. WiFi is available throughout the Library and rooms.

### ELECTRONIC EQUIPMENT

1. LCD projector - for laptop or by special arrangement, with internet access
2. Microphone and sound system
3. VCR/DVD player

### OTHER EQUIPMENT

1. Kitchen (dishwasher, microwave, refrigerator, sink, stove, coffee pots)
2. Piano (in-tune, as is)
3. Podium
4. Projection screen
5. Six-foot tables
6. Chairs (150 available)

## Overages

It is the group's responsibility to ensure that they leave prior to closing and/or their agreed upon end time. Additional hourly fees will be applied for overage of the time reserved.

## Reservation Process and Frequency

Rooms can be booked using the Library's online reservation system available on the Library website or contacting the Library directly.

Room utilization will be reviewed by the Library Director according to these stated policies. Notice of the cancellation of a scheduled meeting should be brought to the attention of the Director as far in advance as is possible.

The Library has priority for scheduling of the meeting rooms. The rooms will be open to the general public to reserve 3 months in advance.

## Cancellations

1. The Library may cancel the Meeting Room Use Agreement at any time prior to the event booked by a Group. The Library will endeavor to give a Group at least five (5) days' prior notice of such a cancellation, but under extraordinary circumstances (e.g., severe weather conditions), shorter notice may be necessary. In the event of any such cancellation, the Library will refund the fees for the booking in full.
2. The Library has the right to move or reassign the meeting room based on requests and needs. The Library will do its best to provide suitable options and notice for the adjustment.
3. At least 72 hours prior notice is requested for the cancellation by a Group of a Meeting Room reservation. Any prepaid rental fees and Custodial Charge will be reimbursed in full of such notice of cancellation.
4. If cancellation is required with shorter notice than 72 hours due to extraordinary circumstances (e.g., severe weather conditions), the Library will work with the group on rescheduling of the date in lieu of reimbursing the fees.
5. Meeting Rooms will be held for 15 minutes after the reservation time begins and may be forfeited after that time. A Group that fails to show up for a reserved Meeting Room and provides no advance notice of cancellation will not be entitled to a refund of any prepaid rental fees or Custodial Charge.
6. If a Group fails to show up for a reserved Meeting Room, the Group may be denied the privilege of reserving a Meeting Room in the future at the discretion of the Library Director.

## Liability

An authorized representative over the age of 18 of a Group (the "Representative") approved for a Meeting Room will review this Policy and agree on behalf of the Group to abide by its terms and conditions. Agreement to the Terms and Conditions of this Policy shall constitute such Representative's agreement on behalf of the Group.

The Representative, as well as the Group, will be responsible for any loss or damage resulting from the Group's use of the Meeting Room (including any equipment of the Library provided to the Group), and any ancillary facility such as the kitchen; compensation for any loss or damage is expected to be paid promptly upon receipt of the Library's invoice.

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.

Liability insurance may be required for meeting room reservations, at the discretion of the Library Director. The Library, at its discretion, may require proof of liability insurance for special events. Additionally, the Library, at its discretion may require purchase of a special event insurance policy.

## Exceptions Process

Exceptions can be granted for these policies via the Library Director and the Board of Trustees. This can be submitted via email.

Repeated violations of policies may result in the inability to utilize meeting rooms in the future.