

## **DANBURY PUBLIC LIBRARY MEETING ROOM USE POLICY**

The Danbury Public Library provides meeting rooms as one of the library's basic services and makes these spaces available to community organizations and groups engaged in educational, cultural, intellectual, or civic activities.

The Library Board of Directors subscribes to the Library Bill of Rights which states in Article VI that facilities shall be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Granting permission to use library facilities does not constitute an endorsement of the group's policies or beliefs by the Danbury Public Library or the City of Danbury.

Library sponsored or cosponsored programs and activities are given priority in scheduling the use of the meeting rooms. Other uses are in the following priority order:

1. Programs sponsored by agencies of city government or other city supported organizations.
2. Nonprofit organizations.
3. Other organizations, groups, individuals, businesses and condominium associations.

### **GROUPS AND INDIVIDUALS MAY USE THE MEETING ROOMS UNDER THE FOLLOWING CONDITIONS:**

1. All meetings must be open to the public, including walk-in customers, on the day of the event.
2. An individual or group may use the Farioly Program Room, Lower Level Meeting Room, or the Technology Center Conference Room on a walk-in basis free of charge. Individuals should contact the Ask Me! desk or the Technology Center service desk to inquire about availability.
3. Groups or individuals wishing to charge admission or conduct sales must receive permission from the library director or his designee.
4. Programs sponsored by the library, city, state, federal agencies or nonprofit organizations are scheduled free of charge. Organizations or groups may be asked to provide a copy of their statement verifying 501(c)(3) nonprofit status.
5. Customers not exempt through 501(c)(3) status will be charged a fee which must be received at least two weeks in advance of the meeting date. See schedule on page 4.
6. Juvenile or young adult (under 18) groups may use the rooms only when adult supervision is provided.
7. Rooms may normally only be utilized during library business hours. Exceptions may be made for other times, such as when the library is closed but staffed, with permission from the Library Director or his/her appointee.
8. A group or individual may reserve the meeting rooms up to 12 times per calendar year. Municipal agencies may reserve the meeting rooms more than 12 times a year. The computer lab may be reserved up to three times per year. Use of the rooms and the lab are

subject to availability, and library management reserves the right to move a customer or group to an alternate location within the library when necessary.

9. Three tentative reservations will be held for up to three days.
10. Cancellations (except those made by the library due to inclement weather or other emergency) must be made 24 hours in advance to obtain a refund. In the event of inclement weather, the library will post a message about delays or closings on its phone system at 203-797-4505, on radio stations WINE (941AM) or WLAD (800 AM), and online at ctweather.com
11. The applicant must submit his meeting room set-up request at least one week before the event. If the request has not been received with adequate notice, the user may be responsible for making the necessary room changes according to his needs. **Users who are exempt from a room charge are responsible for their own room set-up and must return the room to its standard configuration.**
12. Groups offering programs must acknowledge sponsorship of their event in any advertisement (e.g. flyers, posters, press releases, radio releases). Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement. Neither the name nor address of the library may be used as the mailing address of an organization.
13. Community Relations staff members will be responsible for displaying publicity regarding the group's meetings at their discretion. Organizations may request that one notice or poster be displayed on the library Community Events board. No flyers or posters may be posted on the library doors, stairwells, pillars or other places within the library or on the exterior of the building.
14. Prior training in the use of any audiovisual equipment may be required.
15. The applicant may be required to provide and maintain liability insurance with insurance companies licensed to do business in the State of Connecticut and in such form as shall be satisfactory to the City of Danbury. The applicant may be required to provide the Danbury Library with a Certificate of Insurance confirming the existence of this insurance, specifically naming the City of Danbury as an additional insured. The amounts of such insurance shall be in the following minimum limits: Bodily Injury Liability and Property Damage Liability, \$1,000,000 each occurrence.
16. Groups must adhere to the posted fire codes regarding the number of persons allowed in the program room. Seating is limited to 70 people.
17. Food and non-alcoholic beverages are permitted in the Family Program Room, the Lower Level Conference Room and the Technology Center Conference Room. Smoking and serving alcoholic beverages are not permitted.
18. Applying organizations are responsible for the preservation of order by those in attendance. Police supervision, when deemed necessary by the library director, must be provided and paid for by the applying organization.
19. Groups expecting 10 or less participants may use the library public lots located on Bank Street. Larger groups of between 10 and 25 participants must use street parking, the Charles A. Bardo Parking Garage located at 10 Library Place, or the Terence E. McNally Patriot Garage located at 21 Delay Street. Alternate parking may be arranged for groups expecting more than 25 attendees.

20. **The meeting rooms must be vacated 15 minutes prior to closing time. If the room is not vacated by closing time, the person responsible for the room will be billed \$25. All groups must vacate the building no later than 30 minutes after closing time even when the late fee is billed.**
21. The library director has full authority to refuse or revoke permission to use any of the meeting rooms. Appeals regarding any such decision must be made in writing to the Library Board of Trustees.