

As one of its many services to the community, the Welles-Turner Memorial Library (Library) welcomes individuals and groups into the building to use the meeting and study rooms on a regular basis. According to Article VI of the American Library Association's Library Bill of Rights, it does so "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

## General Information

Meeting and Study room space may be provided for individuals and groups as part of the Library's program of service. The purpose of this Meeting & Study Room Policy is to establish the rules and procedures by which users of the Library may use the Library's meeting and study rooms.

## Meeting Rooms

*For the purposes of this policy, "Meeting Rooms" at the Library are defined as larger-capacity spaces separate from the general use space in the building, and include areas such as the Friends Room, the Glastonbury Room, and the MakerSpace.*

## Policy

- The Library's meeting rooms are for use by the community for cultural, developmental, or informational purposes that meet the intent of the Library's mission.
- Permission to use the meeting rooms by outside individuals or groups shall be granted by Library Staff under the guidance of the Library Director. A "Room Use Application" must be completed and submitted via the Library website or in person at least 5 days in advance in order to reserve a room. Rooms may be requested up to 60 days in advance.
- Rooms may not be reserved for groups larger than the maximum capacity stated on the Room Use Application. It is the responsibility of the applicant to ensure that the maximum capacity is not exceeded.
- Meeting rooms are not available for private social functions, including (but not limited to) birthday parties, holiday parties, anniversaries, and baby showers.
- Library rooms are available at no cost to non-profit groups. **Commercial organizations are charged \$100 per reservation. Please make checks payable to Welles-Turner Memorial Library.** Payment is required prior to the start of the meeting.
- Applicants may not charge admission to events held in the Library without prior approval of the Library Director or their representative. It is, however, acceptable for groups that normally collect dues or membership fees to use the Meeting Rooms.
- Nothing may be sold at a meeting or program held in the Library unless it is for the benefit of the Library. Fundraising or solicitation of donations is not allowed unless it is for the benefit of the Library. Exceptions may be made for Library-sponsored programs such as author talks or musical

performances, where the sale of books or recordings is allowed as a convenience to program attendees.

- Refreshments are welcome in the Friends Room, and *may* be permitted in other rooms by request.
- The use of open flames and alcoholic beverages are not permitted on Library property.
- Granting an individual or a group the permission to use a room does not in any way constitute an endorsement of the individual or group's policies, beliefs or actions by the Library or the Town. All invitations, announcements, press releases, social media posts, etc. should contain the disclaimer: "This event is neither sponsored nor endorsed by the Welles-Turner Memorial Library."
- The Library must not be used as the official address or headquarters of any outside group or organization. The Library telephone number and/or email address must not be used on publicity for an event.
- The Library retains the right to cancel any meeting room reservation for emergency and/or operational reasons. The Library will provide as much notice of cancelation as is possible.
- All meeting attendees are expected to adhere to the Library Behavior Policy. Anyone violating Library rules may be asked to leave and/or be denied future use of the facilities.
- Any individual or group that uses a meeting room agrees to defend, indemnify, and hold harmless the Town of Glastonbury, the Welles-Turner Memorial Library, its employees, officers, volunteers, and directors from any and all claims, demands, losses, costs, settlements, fines, penalties and other expenses (including legal fees) that may be incurred, directly or indirectly, as the result of the use of any meeting room by any such individual or group.

### **Meeting Room Reservations**

- Groups or individuals are able to reserve the Friends Room up to 4 times in a 12-month period. All other meeting room spaces available for patron reservations can be reserved up to 12 times in a 12-month period. Established Library Support Organizations may exceed these limits with permission from Library Staff.
- Meeting rooms may not be used for activities that are likely to disturb regular Library functions. The Library reserves the right to deny space use requests that are likely to become disruptive to normal Library operations or present a threat of safety to the public and/or the Library Staff.
- Rooms are available for use during Library hours. Reservations should reflect time needed for set-up and clean-up and all meetings (including time allotted for clean-up) should conclude 10 minutes prior to the Library closing.
- The rooms are available to persons 18 years of age or older. Juvenile groups (under age 18) may use the rooms with adult supervision, including 1 adult per each group of 10 juveniles present at the program. An adult who reserves a room on behalf of a group of children or teens shall assume full responsibility for the entire group from the time its members arrive until the last has left the premises.
- Only the person or organization that reserves a room may use that room during the reserved time period. The booking may not be assigned to a third party.
- The Library may add or remove rooms from the list of spaces available for public reservation at its discretion.
- Denial of an application to use a room may be appealed to the Welles-Turner Memorial Library Board.

**The following priorities, in order, are established for scheduling events at the Library:**

1. Library activities, including co-sponsored events and partnerships

2. Friends of the Welles-Turner Memorial Library and Second Century Fund Events
3. Town of Glastonbury (Town), including the Town Manager, Town Departments, all Boards and Commissions, and the Board of Education
4. Meetings or special events by non-profit community groups whose goals are educational, cultural, civic, informational, or recreational
5. Businesses or private individuals presenting free programs, open to the public
6. Businesses or private individuals using the rooms for closed meetings

### **Audio-Visual Equipment**

- Requests to use Library equipment must be made at the time of the room reservation. Available equipment is listed on the Library website and/or the “Room Use Application.”
- If a group requires the use of Library audio-visual or other equipment, the user must schedule an appointment for training with Library staff in advance of the meeting date. The user will be held responsible for any damage to Library hardware or software.
- Technical assistance is not guaranteed to be available at the time of your meeting. Even if using their own technical equipment, it is strongly suggested that users meet with Library staff prior to the event to ensure compatibility with Library systems.
- Groups who use Library equipment or rooms to show movies and other copyrighted media are responsible for securing all necessary performance rights.

### **Responsibilities of Users**

- The person reserving the room is responsible for ensuring all meeting attendees are aware of and adhere to the Library Behavior Policy.
- Users are responsible for setting up the room before a meeting and cleaning up the space when finished. Library Staff is not available to assist with room setup or cleanup.
- **The person reserving the room assumes responsibility for proper supervision of the group, restoring the room to the same condition in which it was found (including clean-up and trash removal), and informing the Library Staff when the meeting has ended. Failure to return the room to its prior condition will result in forfeiture of future use. Users are responsible for any cost(s) arising from any damage or loss to the Library during use.**
- It is the responsibility of the user to notify the Library Staff if a meeting is canceled.
- Lights must be on (unless the projector is in use) and internal windows must be unobstructed while the room is in use.
- Library Staff may access rooms at all times.

### **Study Rooms**

*For the purposes of this policy, “Study Rooms” at the Library are defined as smaller-capacity spaces separate from the general use space in the building, and include rooms 257-261 on the second floor of the building.*

### **Policy**

- Study Rooms are available to be reserved up to two weeks ahead of time, or on a drop-in basis subject to availability.
- Reservations are to be made on the hour or half-hour.
- If available, Study Rooms may be reserved for up to two hours. At the end of those two hours, if no one is waiting, the user may book the room for two additional hours. After the first extension, the user may extend for one additional hour at a time if space remains available.
- After a user's first Study Room booking of the day, they may not book ahead for another block of time in the same day. They may return later in the day for more time, but will be treated as a walk-in and will only be accommodated if space is available.
- Patrons may reserve a Study Room ahead of time up to three times each week (Sunday-Saturday). Walk-in registrations are not considered "reservations" and will not be counted towards this limit.
- Paid tutors may only book a Study Room three times per week.
- If a user makes an advance registration, they have a 15-minute grace window before they are considered a no-show and are removed from the schedule. At that point, the user will be treated as a walk-in and will only be accommodated if space is available.
- Users must vacate the room in a timely fashion when it is requested of them by staff. Failure to do so may result in the forfeiture of future study room use.
- Please note that Study Rooms are not soundproof.
- All Study Room users are expected to adhere to the Library Behavior Policy. Anyone violating Library rules may be asked to leave and/or be denied future use of the Study Rooms.

## Availability

Study Rooms are available for use during Library hours. Study Room users should vacate the rooms at least 10 minutes prior to the Library closing.

### **There are 5 study rooms available at the Library:**

- a) Room 257 (maximum capacity 3)
- b) Room 258 (maximum capacity 2)
- c) Room 259 (maximum capacity 3)
- d) Room 260 (maximum capacity 4)
- e) Room 261 (maximum capacity 6)

## Responsibilities of Users

- It is the responsibility of the user to notify the Library Staff if a Study Room reservation is canceled.
- The person reserving the room assumes responsibility for restoring the room to the same condition in which it was found (including clean-up and trash removal), and informing the Library Staff when the individual or group leaves. Users may be held responsible for any damage or loss to Town property.
- Lights must be on and internal windows unobstructed while the room is in use.
- Library Staff may access rooms at all times.