

Meeting Room Policy

The Welles-Turner Memorial Library (the Library) meeting rooms may be used by Town of Glastonbury groups devoted to educational, cultural and civic activities or activities of general community interest.

Availability and Application for Use

- ❖ The meeting rooms are available on a first-come, first-served basis. Library programs and activities have priority.
- ❖ The rooms are available to persons eighteen (18) years of age or older. Juvenile groups (under Age 18) may use the rooms with adult supervision, including one (1) adult per each group of ten (10) juveniles present at the program.
- ❖ The Friends Room will be available during regular Library hours:
 Mon, Tue, Thu 9 am - 9 pm
 Wed Noon - 9 pm
 Fri 9 am - 6 pm
 Sat 9 am - 5 pm
 Sun 1 pm - 5 pm
 (*closed Sundays during summer*)
- ❖ The maximum capacity of the Friends Room is 90 people. It is handicap accessible.
- ❖ **Meetings must end by the time the Library closes. Cleanup must be completed by closing time.**
- ❖ Other areas of the Library may be available for use with permission of the Adult Services Librarian, Children’s Services Librarian or Library Director.
- ❖ All meetings must be free and open to the public. No fees can be charged for attendance.
- ❖ Parties (e.g., birthday, holiday, showers) are not permitted.
- ❖ Groups can book the Friends Room four (4) times per calendar year (January-December) to ensure availability to others. The Library reserves the right to cancel the reservation with 48 hours’ notice.
- ❖ Written application for the use of the room must be made on forms available at any Library service desk. Application forms must be submitted at least five (5) days prior to the booking.
- ❖ The scheduling of meetings is subject to the approval of the Library Director or his/her designated agent. Fund-raising activities for non-profit organizations will be permitted at the discretion of the Library Director or his/her designated agent; fees apply; activities are limited to the Friends Room. The Library Director reserves the right to cancel or decline any program or activity that could reasonably be expected to disrupt normal Library operations.

Fees – *Non-Refundable*

- ❖ Commercial organizations and fund-raising activities are charged \$100.00.
- ❖ Please make checks payable to **Welles-Turner Memorial Library**.

Responsibilities

- ❖ Beverages and light refreshments may be served in the Friends Room.
- ❖ Alcoholic beverages are prohibited.
- ❖ No cooking is allowed. Open flames such as Sterno and candles may not be used.
- ❖ Smoking is prohibited.
- ❖ **Groups are responsible for setting up the room beforehand and clearing the room when finished. Failure to return the room to its prior condition will result in forfeiture of future use.**
- ❖ **There is no storage available at the Library;** materials must be brought in for each meeting and removed at the close of the meeting.
- ❖ Prior notification of the Library Director is requested if the news media is invited to or will be present at any event.
- ❖ Each group is responsible for any damage to Library property incurred while in its use. One (1) adult in each group must agree to be responsible. Library staff will inspect the room after each use. The Library reserves the right to deny future use to individuals or groups causing damage or disruption.
- ❖ **If a group requires audio-visual equipment, the user must be thoroughly trained in advance and will be held responsible for any damage to hardware or software.**
- ❖ Any groups using a meeting room may not leave children unsupervised in other areas of the Library.
- ❖ The Library and the Town of Glastonbury assume no responsibility for property left in the building.

Signature of authorized officer

Date

The Library Board reserves the right to modify these rules at any time in response to changing conditions.