

Meeting Room Policy

The Library's meeting rooms and space will be available for public use during library hours. Advance application for use of the facilities is required and will be approved on a first come, first served basis.

Adequate, responsible, adult supervision is required for any programs involving minors.

Library functions will take precedence over non-library functions.

The Library reserves the right to deny or revoke its approval at any time.

Any group granted permission to use the Library shall be responsible for loss or damage to Library property caused as a result of their use. The Library is not responsible for groups' personal property.

All space must be left in a clean and orderly condition. Meetings and clean-up must be finished before Library closing time.

Artists are responsible for removing their artwork no later than the last day of the assigned month. At that time, all works must be removed from the Library's premises.

The following restrictions apply:

- a. Children under the age of ten may not be left unattended
- b. Pets are not permitted in the Library; except service animals.
- c. Smoking is not permitted in the Library
- d. Use of the Meeting Room must comply with the Maintenance of Public Order Policy, Rules for the Use of the Library Policy and Photographing and Filming Policy.

All groups must comply with all state, town, and local fire and safety regulations and laws.

The Library reserves the right to deny permission for the use of Library meeting rooms for events, programs, meetings, or classes that are held on a regular or frequent basis.

Use of Library facilities by an outside organization or group does not imply endorsement of the beliefs, activities or messages of that organization or group by the Library, its employees or Board of Trustees.

No outside organization or group may imply in any way that the Library is a sponsor of any event, program, meeting, or class or that the Library is the headquarters of the

organization or group in any publicity or communication, including but not limited to announcements and social media activity. Social media “events” may not be created listing the Library as a meeting location, as the nature of social media implies that the Library is then hosting the event, program, meeting, or class. An organization or group using the Library’s meeting space may only list the Library as the location of the event, program, meeting, or class in a post.

The Library’s meetings rooms and space cannot be used to operate a business for financial gain.

Adopted by the Board of Trustees: April 13, 2000

Amended: October 17, 2005

Amended: June 2010

Amended: November 12, 2014

Amended: October 2018