

Application for Meeting Room Use

Plainville Public Library 56 East Main Street 860-793-2241 (f) 860-793-1446 (p)

Today's Date _____

Name and website of organization requesting space _____

Preferred space (check one): Auditorium (capacity 120) ___ Conference (capacity 15) ___

Date, beginning time, end time of proposed meeting _____

Subject of the meeting as it will be publicized _____

Purpose and/or type of meeting _____

Estimated attendance at meeting* _____

Is your organization charging people a fee of any kind for this event? Yes ___ No ___

Does your organization discriminate in its membership requirements? Yes ___ No ___

Name, contact telephone, email and other relevant contact information of person requesting meeting space (print clearly) _____

- Events may be booked up to 6 months in advance. Spaces may not be booked during days or times when the library is not open. All meetings must begin no earlier than 15 minutes after the library opens and end at least 15 minutes before the library closes; all participants must be out of the building by closing time. The library has first priority for all use of any meeting space and reserves the right to pre-empt any scheduled meeting. Guidelines may be negotiated by library management. Please allow several business days for this application to be reviewed.

Signature indicates that the representative of the organization requesting meeting space:

- Agrees to abide by the policies of the library and those of this document regarding meeting room use;
- Has received and agrees to abide by the library room use guidelines;
- Understands that failure to comply with these guidelines may affect the ability of the requestor to reserve meeting spaces in the future;

Signature: _____ Date: _____

Name of person attending meeting, if different from above: _____

* In certain circumstances the library may contact the meeting organizer to discuss parking arrangements

Plainville Public Library room use guidelines | Effective April 1, 2016

1. The library has the right of first refusal for any and all meeting room bookings made by outside organizations. In the event that a booked library room reservation is displaced, the library will assist in helping to locate an alternate meeting location
2. The library also retains the right to cancel reservations due to conditions that affect the safety, health or operation of the facility
3. Meeting room reservations are permitted no more than 6 months in advance
4. Meetings must be open to all persons
5. Any requests for ADA accommodation are to be respected and paid for by requestor
6. Event will take place during regular library hours
 - a. Event must end at least 15 minutes prior to closing
 - b. Event must begin at least 15 minutes after opening
 - c. Participants must vacate building by library closing time
7. Rental fees are not charged, but donations are welcomed.
8. Please make every effort to notify the library at the earliest possible date concerning a cancellation in order that the library may accommodate other groups.
 - a. Applicants and their organizations that fail to give notice of cancellation twice in succession may be denied future use of the space
9. If the requestor is 30 minutes or more late, the meeting will be canceled
10. Noise levels will remain reasonable before, during, and after the program; no megaphones or amplifiers are permitted
11. Requestor agrees to leave the meeting space clean at the conclusion of the meeting. Please put litter in the trash containers and report any problems that may remain. Remove all personal effects, equipment and decorations.
12. No tape on walls or windows; no piercing of walls or ceilings by thumbtacks, staples, nails or other objects. Decorations used at events cannot obscure exit signs or doors. Glitter and confetti is strictly prohibited.
13. Requestor understands that they may be billed for damage beyond normal 'wear and tear' as well as cleaning, waste disposal or janitorial services beyond that which is normal for the library
14. In some cases requestors may be required to provide proof of insurance
15. Rooms may not be used for political campaign purposes (political forums are permitted)
16. Signs and flyers will be placed only in areas designated by the director or designee
17. Requestor will not publicize or announce the event until the registration is confirmed
18. In some cases this language will be affixed to any form of publicity: "This event is not sponsored by the Plainville Public Library."
19. Meeting spaces are available for non-commercial use only
 - a. No fees, donations, or money may be collected except a donation to the library
 - b. No advertising or selling products, memberships, or services
 - c. Collecting contact information from attendees for the purpose of registering, advertising, or selling is prohibited
20. Promotional materials will not include information intended to promote commercial businesses.
21. Requestor will supply and set up their own equipment; the library will supply tables, chairs, whiteboard, and any other equipment normally available in the space
22. If piano tuning is desired, that fee will be in addition to the room rental cost and a piano tuner recommended by the Library must be used

Plainville Public Library room use guidelines | Effective April 1, 2016 (continued)

23. Exit Doors: Egress routes may not be obstructed in any way and exit signs must remain clearly visible. NO EXCEPTIONS
24. Candles, Smoke and Open Flames: Candles, incense or any other smoke or flame-producing device are not permitted in the library
25. Electrical Cords: Use of electrical cords must be approved by the events coordinator prior to their use. All electrical cords and cords on any equipment must be taped down
26. Moving Equipment and Furniture: Fixed equipment or furniture must not be moved without consent. The requestor will be held financially responsible for any damage caused
27. Parking: During regular business hours, the library has limited free parking available
28. Alcohol and smoking are not permitted
29. Activities that are illegal on a local, state, or federal level are not permitted, nor are activities considered to be dangerous to people or property, nor are activities incompatible with the library environment