

Plainville Public Library Meeting Rooms Policy

Purpose

As one of its many services to the community, the Plainville Public Library (the "Library") makes its meeting rooms available to the public, free of charge, by reservation. As a subscriber 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". This policy provides guidelines and procedures for the use of these rooms to ensure equity and consistency in use, and that such use does not interfere with the normal operation of other Library services.

Key Definitions

Meeting rooms are spaces available to the public for meetings or events. The Library's [Room Request and Release](#) process governs the reservation of these rooms.

The Library provides access to the following meeting rooms:

- Chase Auditorium (Capacity: 120 people; 60 people with use of the room divider wall)
- Conference Room (Capacity: 15 people)
- Trustees Room (Capacity: 8 people)
- Quiet Study Room (Capacity: 4 people; not available for reservations)

The Library recognizes the possibility that the capacities of these rooms may vary as the rooms are reconfigured or other circumstances warrant. Users must check with Library staff before using an unoccupied room.

Scope

All meeting rooms are available to the public subject to the terms and conditions of this policy.

Roles and Responsibilities

The Library Board delegates the oversight and management of meeting rooms to the Library Director and staff.

Adherence to this policy is required of all users of the meeting rooms.

Procedures

1. Meeting room use:

- a. 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.

- b. Meeting rooms may not be used for strictly social gatherings such as weddings, showers, anniversaries, card parties, birthday parties, etc.
- c. Meeting rooms may not be used for the promotion of commercial interests or for financial gain. With the exceptions noted below, commercial interest and financial gain include but are not limited to transactions where payment is charged and received; there is a fee for admission; tickets are sold in advance; donations are solicited; or the room is used as a business office for monetary gain.
- d. Meeting rooms may not be used to host any programs, informational or otherwise, that pertain to personal finance. Examples of such programs include but are not limited to social security benefits, retirement planning, insurance, Medicare or Medicaid, college financial planning, investing, and real estate.
- e. No charge shall be made for admission to any program or meeting; however, nonprofit groups that normally collect dues or membership fees may use the meeting rooms.
- f. Nothing may be sold at a meeting or program. 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 artist recordings is allowed as a convenience to program attendees.
- g. Tutors must refer to and abide by the [Tutoring Policy](#).

2. Meeting room reservations:

- a. Individuals and organizations who follow the procedures for meeting room use listed above may reserve a meeting room. Preference will be given to Plainville organizations or residents of Plainville in case of conflict.
- b. Any individual or group wishing to reserve a meeting room must submit a [Room Request and Release Form](#). The Room Request and Release Form may be submitted up to six (6) months in advance for approval by the Library Director. No group or individual may make more than 12 reservations in a six-month period. All meeting room questions should be directed to plainvillepubliclibrary@gmail.com.
- c. The Quiet Study Room is available on a first-come, first-served basis; however, reservations are accepted in some cases such as online tests and exams.
- d. Age requirements: Only people 18 years of age or older may book meeting rooms. Younger children may use meeting rooms if the meeting or activity is supervised by one adult (age 21 or older) for each 10 children. An adult supervisor must sign the Room Release and Request Form and must assume full responsibility for supervision of the entire group for the duration of the time they are at the Library.

- 3. Availability:** Meeting room reservations are available on a first-come, first-served basis. The Library reserves the right to deny, cancel, or modify room reservations in the event they conflict with Library programs or services. The following priorities will apply in case of conflict, in order:

- 1) Plainville Public Library, including co-sponsored events and partners
- 2) The Friends of the Plainville Public Library
- 3) Town of Plainville, including Plainville Public Schools
- 4) Plainville community groups and nonprofit organizations
- 5) Plainville residents
- 6) Other private individuals

4. Event publicity:

- a. The acceptance of a request to use the Library's Meeting Room does not in any way constitute an endorsement of the group's beliefs or purposes by the Library or the Town of Plainville. Accordingly, no publicity by any individual, group, or organization shall imply Library sponsorship or endorsement.
- b. All publicity and event invitations must include the group's contact information including email address and telephone number, and the following disclaimer in minimum 12-point font: "This event is not sponsored by the Plainville Public Library".
- c. The Library's telephone number or email address must not be used on publicity or event invitations.

5. Rules for room use:

- a. The Library's [Behavior Policy](#) applies to everyone using the meeting rooms.
- b. The Library does not employ full-time custodial staff; thus, the reserving party is responsible for leaving the room in the same condition as it was when they arrived. The reserving party is responsible for setting up and putting away all tables, chairs, and equipment used, throwing away garbage, and cleaning any soiled surfaces.
- c. Meeting room reservations should include time to set up and clean up. Set-up or clean-up may not occur while the room is in use or reserved by another group.
- d. Groups or individuals using the meeting rooms are responsible for:
 - i. Proper supervision of all attendees and guests and assuring that occupancy limits are not exceeded.
 - ii. Restoring the room to the same condition in which it was found.
 - iii. Costs resulting from any damage or loss during use.

- e. Refreshments may be served. The kitchen area in Chase Auditorium has a sink, microwave oven, warming drawer, refrigerator, and coffee maker. The kitchen must be cleaned after use and no leftover food may be left at the Library.
- f. Alcoholic beverages, smoking, and vaping are prohibited.
- g. Nothing may be affixed to wall surfaces.
- h. Open flame (candles, Sterno, etc.) is prohibited.
- i. Meeting rooms are not available for use when the Library is closed.
- j. Only the party or organization that books a room may use that room during that time. That booking may not be assigned to a third party.
- k. All groups using meeting rooms are requested to inform Library staff when the meeting is finished.
- l. The Library is not responsible for the loss or damage of equipment, supplies, materials, or other items owned by any group, organization or individual. The Library cannot provide storage for individual property.

6. Audio-Visual equipment:

- a. If use of the Library's audio-visual equipment or internet access is required, the user must arrange for training by Library staff in advance of the meeting date. The user will be held responsible for any damage to library equipment or software resulting from improper use.
- b. Library staff is not available to provide technological support during a group's meeting. Even if using their own technical equipment, it is strongly suggested that users meet with the Library staff prior to the event to ensure compatibility with Library systems. Better safe than sorry.

7. Piano:

- a. The piano will be tuned, upon request, by the Library's regular piano technician, whose fee will be paid in advance by the booking organization.
- b. The piano may be moved by Library staff only.
- c. Any group or individual damaging the piano in any way is liable for the cost of repairs.

Enforcement and Appeal Process

The Library Director or their designee shall have the sole discretion to determine that an activity fits within the guidelines of this policy and approve or deny an application. Failure to comply with this policy's procedures may result in the denial of future applications for room use. Any person or group denied use of a meeting room may file a written appeal with the Library Board of Trustees for review.

Location

This policy is housed on the Plainville Public Library website:

<https://www.plainvillect.com/library/about-us>

A copy of this policy is maintained in the Library Director's office.

Approved by the Plainville Public Library Board of Trustees on October 11, 2022