



## MEETING ROOM POLICY

January 2020

The meeting rooms in the Converse Free Library are intended for library programming and for public gatherings of a civic, cultural, educational, or recreational nature.

### CONANT MEETING ROOM (capacity: 32)

- Audiovisual (AV)-ready with wireless Internet access and window screens to darken the room (See the Fees section below regarding use of the library's AV equipment)
- Chairs and several folding tables
- Accessible by elevator; accessible bathroom

### LYME ROOM (capacity: 12)

- Chairs and one round table for 6
- Accessible by elevator; accessible bathroom

### OTHER SPACES

- Additional library space may be available when the library is closed.

### FEES

- Those using a room after hours must negotiate some reimbursement with a monitor (see Rules, below). The Library Board suggests \$20 per program.
- For a fee of \$10, the users of the Conant Meeting Room may also use the library's AV equipment. Only library staff and trained monitors may operate the library's AV equipment.

### RULES FOR USE

- No food or beverages are permitted in the Lyme Room. Groups may eat and drink (non-alcoholic) beverages in other spaces. We request no apple cider or dark-colored beverages (e.g., grape juice), due to their staining properties.
- No tobacco products, explosives or firearms and weapons of any type or form are permitted to be used in or on any part of Library property.
- A trained and approved monitor must be in attendance at any program held when the library is closed.

- Meeting rooms are not available on Sundays or holidays.
- Reservations may be made no more than 90 days in advance and may not be for more than four consecutive programs.
- Parking at the Library is extremely limited. Groups should park, when able, at the Lyme Park and Ride lot and/or carpool.
- Minors may reserve the room with an adult sponsor who must be in attendance during the meeting.
- All chairs and tables must be returned to their original places and the room to its original state. The monitor will ensure that this is completed.
- No group will imply in its advertising or during the meeting that the Library has sponsored or supports its meeting, group, or presentation without first receiving permission in writing from the Library Director.
- All programs or gatherings must be open to the public.
- All fire laws, including capacity regulations, must be observed.
- Users will be held responsible for any damage to property or furnishings.
- Sales of goods or services are not permitted, except with written permission of the Library Director.
- The Library Director may request proof of insurance, certification, or similar documentation.
- The Library Director reserves the right to refuse use of the room for any reason.

Disclaimer (liability): The Converse Free Library is not liable for losses, thefts, or injuries that result from the use of library facilities.

APPROVED 12/07/2009; fees revised 02/06/2012; revised 11/16/2019; APPROVED 01/06/2020