

TOWN OF TOLLAND PUBLIC LIBRARY MEETING ROOM POLICY

The primary purpose of the Meeting room at the Tolland Public Library is to provide facilities for library related activities. The use of the Library Meeting Room, however, is an extension of library services. The room should be available to the community in the broadest sense and reflect the educational, cultural, social, and recreational role the library plays. The library subscribes to Article IV of the Library Bill of Rights that states facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups. The Meeting Room has a maximum capacity of 40 persons.

Who May Use The Meeting Room:

Use of the meeting room shall be governed by the following descending order of priority:

1. The Tolland Public Library.
2. Friends of the Tolland Public Library, Tolland Public Library Foundation, and Town of Tolland Public Library Board of Directors.
3. Town of Tolland.
4. Tolland Community Organizations.

Reservations for the use of the meeting rooms shall be on a first come first serve basis.

Reservations for the use of meetings shall be made in advance of the planned meeting or event using the **Meeting Room Application Form**. Reservations may be made up to one (1) year in advance of the event.

Only noncommercial, non-profit groups may use the room. The room may not be used for private parties, individual political campaigns, or for religious services.

Local businesses may use the meeting room for internal business meetings, but may not make sales or charge admission.

Events must be free and open to the general public. No admission fees for activities held in the meeting room may be charged.

Approved by the Tolland Library Board of Directors
July 25, 2005

Fund raising events may be held by the Tolland Public Library, the Friends of the Tolland Public Library, and the Tolland Public Library Foundation.

Rules And Regulations:

No activity may be scheduled which will violate the local fire code regulations. Maximum capacity of the Meeting Room is 40.

Groups using the rooms are responsible for the following: setting up the room for the event, providing equipment and supplies, (under no circumstances will library staff set up the room or provide equipment or supplies), proper supervision, restoring the room to the same condition it was in which it was found, costs arising from any damage or loss to the rooms or to the library during use.

All food, beverages, equipment, materials, supplies, garbage shall be removed from the facilities immediately after the event.

Smoking and alcoholic beverages are not allowed in the library's Meeting Room or any part of the library.

Storage of materials before or after the meeting is prohibited. The library is not responsible for articles left on the premises after a meeting.

The library is not responsible for damage to equipment, etc. brought in by a group.

Groups using audio-visual aids are responsible for adhering to current copyright laws.

No material may be affixed to wall surfaces without prior permission.

Use of Library Meeting Room does not imply endorsement by the Library.

Any group using the Meeting Room that brings children to the meeting may not leave the children unsupervised in other areas of the library.

The authorized representative for a group must be over 18 years of age and must be present during the meeting.

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Anyone violating these rules may be asked to leave and/or denied future use of the facilities.

Groups who have booked a room must notify the library as soon as possible in advance of the meeting date if they decide not to use the room. It is the responsibility of the group using a room to notify the public of a change of date, time, or cancellation.

In fairness to the numerous groups in the community, the library will not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization.

Neither the name nor the address of the library may be used as the address for groups or organizations using meeting rooms.

The Meeting Room is available to outside groups during the library's normal operating hours.

Tolland Public Library Meeting Room Application

Date room needed: _____

Date of application _____

Please complete this application and return it to the Circulation Desk, Tolland Public Library, 21 Tolland Green, Tolland, CT 06084. It must be signed and returned to the library before the room can be booked.

Name of organization:

Purpose of organization:

Officer or contact person (who will be responsible for abiding by the regulations listed in the attached Meeting Room Policy) _____

Mailing

address: _____

Home telephone number: _____

Work: _____

Briefly describe subject of

meeting: _____

Anticipated attendance:

Hours room will be needed: From _____ To _____

Will refreshments be served?

Yes _____ No _____ If so, what

type: _____

Signature of authorized officer:

Approved by _____ for the Tolland
Public Library.

Date: _____

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July 25, 2005