

Community Meeting Room Regulations Ledyard Public Libraries

The community meeting room is available for use by local community or civic nonprofit organizations or groups. Granting permission to use the library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

I. Availability and application for use

- A. Each library has one meeting room available. Maximum capacity for the room is 35 people for Gales Ferry, and 55 people for Bill Library.
- B. No charge shall be made for the room or for the equipment provided in the room. No admission fee may be charged nor a collection taken.
- C. The room is available for non-library sponsored meetings or programs if such activities are completed by 11 p.m.
- D. Application for the use of the room must be made in person by an adult who will assume responsibility for loss or damage to the facility or equipment caused by the group. A written agreement of responsibility must be completed and signed before access to the room will be permitted.
- E. The individual/Group/Organization shall indemnify, defend and hold harmless the Town of Ledyard and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the group, and even if caused by the negligence of the Town of Ledyard or any of their officers, employees, agents, servants and volunteers. A group may be asked to submit a certificate of liability insurance.
- F. Bookings for September 1st through the following August are accepted beginning August 1st in a given year. Groups must reapply each year for use of the room.
- G. Youth groups may use the room if they are accompanied by an adult supervisor of the group (21 yrs. or older) who assumes full responsibility for supervision of the group for the entire time they are in the Library.
- H. Local businesses may use the facilities for internal business or staff training.

II. General rules for use

- A. Groups may use the Community room up to two times in any given month or for a series of up to 6 weekly sessions twice in a given year.
- B. Meetings in the Gales Ferry room must be scheduled to begin during normal library hours.
- C. Groups or members of the group at Bill Library may not enter the main library during hours when that portion of the building is not open to the general public.

- D. The group may request the use of library equipment that is available and should do so a week in advance of the program.
- E. Light refreshments are permitted.
- F. Alcoholic beverages are not permitted.
- G. Smoking is not permitted.
- H. Applicant is responsible for seeing that premises are left clean and in good order; this includes removing trash.
- I. Use of the room will not adversely affect regular library operations.
- J. Groups may not store materials at the library.
- K. Exceptions to this are at the discretion of the Library Director.

III. Responsibility of the group

- A. Set up chairs, tables and equipment
- B. If an individual requests a special accommodation (ie sign language interpreter) for a program at least one week prior to the meeting, the group or organization sponsoring the meeting room must provide it.
- C. Carry their equipment into and out of the room.
- D. Fill out the attendance sheet provided by the Library before leaving.
- E. Notify the Library in advance of the meeting if the room is no longer needed.

IV. Miscellaneous

- A. A Library representative may be present at any meeting or program.
- B. The Library reserves the right to cancel a reservation to use the room for library purposes.
- C. The Library reserves the right to refuse additional bookings to any group which fails to comply with these regulations.

Adopted by the Library Commission 10/16/95
Revised 1019/2015

Ledyard Libraries

Meeting Room Reservation and Agreement of Responsibility

I, _____, an authorized representative of _____ (name of group or organization) apply for use of the Library Community Meeting Room.

I have been informed of regulations governing the use of the room. I understand that the above named organization is legally and financially responsible for loss or damage to the facility or its equipment intentionally or negligently caused by members of the above named group or organization or by individuals attending the group sponsored activity. (As noted in I E of the policy).

Write day(s)/date(s) for each meeting in the appropriate box. NOTE: Dates must be approved by the library.

September	October	November	December	January	February	March	April	May	June	July	August

Requested Room: Bill _____ Gales Ferry _____ Time: From _____ To _____

Signature _____ Date _____ Library permission by: _____ Date _____

Address _____ **Equipment Needed: Projection** ___ **Laptop** ___ **Other** ___

_____ Phone _____ Key needed _____