

A. Board of Agents-Policy Statements and Related Documents

14 a. Library Meeting Room Policy (1994)

A copy of the 2010 Meeting Room Policy is available from the Director's Office.

The use of the auditorium and meeting rooms of the Silas Bronson Library is offered to private non-profit groups and organizations headquartered in Waterbury and servicing the Waterbury Community, under the following conditions:

Library sponsored programs and activities are given priority in scheduling use of the meeting rooms. These activities, like the Library's collection, are designed in accord with the Library's mission to meet the broad educational, cultural, and civic interests of a diverse population.

After Library activities, precedence is given to other meetings of city government, its boards, committees and departments. City departments are not expected to use the Library in the conduct of their routine office or educational functions.

The Library will limit the number of times a single group may reserve meeting rooms during a continuous 12 month period based on the calendar year. Meeting room usage is restricted to organizations headquartered in the City. (1)

To cover the costs of the use of public facilities (equipment, utilities, staff, maintenance) by private groups, a common fee will be charged on an hourly basis. All chargeable fees are payable by check with the application. Checks should be made payable to "Bronson Library". No meeting room is available without the attendance of a city custodian.

A prescribed application form must be filed with and approved by the Library Director at least 48 hours in advance of the requested meeting date. Permission is granted according to the order in which applications are received. The person signing the application must be an adult and is responsible for meeting all conditions of use.

No admission fee, dues or registration may be charged or donation requested by a group at meetings. Sales and solicitation are not allowed in the Library.

The Library bears no responsibility for the content of any meeting not sponsored by the Library and any advertisement of the meeting must include such a disclaimer of Library responsibility. Nor does the Library bear financial responsibility for any such programs.

The group or organization agrees to pay for any damage to the Library property resulting from the conduct of any person attending the meeting. The Library may refuse use by any group whose members have been disorderly or otherwise failed to comply with Library Policy and Procedure.

(1) Amended BOA 9-24-02

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The group or organization will not hold the library responsible for compensation for any injuries to persons or property caused in connection with using the Library Meeting rooms.

If permission is granted to serve refreshments, all supplies, preparation and cleanup are the responsibility of the group or organization. **THERE IS NO SMOKING ALLOWED IN ANY PART OF THE LIBRARY.** No alcoholic beverages in any mixture and/or controlled substances are allowed. The staff lounge area and its equipment are not for public use.

People attending meetings in the Library are expected to use public toilet and telephone facilities.

All public parking spaces in the municipal lot at the rear of the Library are metered. Public cars parked in assigned un-metered spaces will be ticketed.

Per union Contract, an additional custodial fee on a per hour or any part of an hour basis will be charged when a meeting is held outside regularly scheduled library hours. Meetings outside Library hours may be refused. The fee must be paid before the date of the meeting and is payable by check only to the "Bronson Library." Events must be scheduled during normal business hours.

IF A GROUP OR ORGANIZATION CANCELS A SCHEDULED MEETING, EITHER TENTATIVE OR CONFIRMED, THE LIBRARY MUST BE INFORMED 24 HOURS BEFORE SO THE MEETING ROOM MAY BE MADE AVAILABLE TO ANOTHER GROUP OR ORGANIZATION. Fees are not refundable if notice of cancellation is less than 24 hours. If the Library cancels a meeting because of other priorities or inclement weather, the full fee will be refunded.

In general, the use of the meeting rooms is restricted to activities compatible with the library's environment. These activities include but are not limited to speaker programs, discussions, debates and committee meetings. Athletic activities, programs with loud noise levels, and craft production may be excluded. Where a group's meeting may raise issues of good order and public safety, the Library will consult with the police department prior to approval or disapproval.

Approved and Adopted by the board of Agents, September 28, 2010.

Revised to serve local groups only September 24, 2002