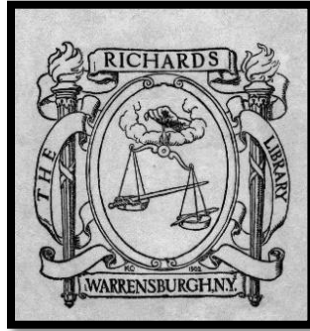


The Richards Library Policies



Building Use-Community Event Room

The following are rules and regulations of The Board of Trustees of The Richards Library. These are effective December 1, 2013 and will be reviewed biannually.

The Board of Trustees makes the Library Community Room available for uses that will enhance the Library's role as an essential community resource. Programs in the Library's Community Room shall not impede the delivery of regular public Library Services.

1. Permission to use the Community Room does not constitute Library endorsement of the policies, beliefs, goals or activities of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of the Board of Trustees or its Designee.
2. The Library Board of Trustees or its Designee reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
3. The Board of Trustees or its Designee may deny, rescind, or cancel any application.
4. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon one (1) week notice to the organization requesting the space.
5. The room is scheduled on a first-come, first-served basis and is available at the sole discretion of the Board of Trustees or its Designee. No more than two (2) events will be scheduled per day. Exceptions must be approved by the Library Director.

6. One week notice must be provided in case of cancellation unless the organization is faced with an emergency situation. If the library is closed due to weather conditions, the organization will be notified that the Community Room is not available.
7. In the case of events (an event being where an organization invites the general public), the organization must provide a Certificate of Insurance that is acceptable to the Library Board of Trustees or Designee.
8. Use of the room by groups must be in compliance with local codes and regulations.
9. No meeting may have more than 78 people. All applicable fire and building codes must be complied with.
10. Applicants must announce fire exits prior to the start of the meeting/program.
11. The use of open flames or candles in the room is prohibited.
12. Library facilities may be made available to non-library organizations for the pursuit of cultural, educational and non-partisan political activities. Religious organizations are eligible to schedule meetings but they may not hold worship or instructional services at the library.
13. No meetings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual, the organization or business. However at the discretion of the Board of Trustees or its Designee, the following will be permissible at Library sponsored programs:
 - a. Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 - b. The sale of books, media, and other items by authors or artists as part of a Library program.
14. The Board of Trustees reserves the right to establish limitations on multiple uses of the room by any organization.
 - a. Reservations may not be made for more than three (3) successive months without specific authorization of the Library Director.
 - b. Reservations may not be made for more than two (2) days per month without specific authorization of the Library Director.
15. The room will be available during, and outside of, regular library hours. The regular hours being Monday, Wednesday and Friday 9-5 and Saturday 9-12, Tuesdays and Thursdays 9-7 pm. The hours the community room is available outside of library hours by special arrangement with the Board of Trustees or Designee. Use of the room outside library hours must be obtained by special permission from the Library Board or

Designee at least two (2) weeks in advance of the meeting. If a staff member is required outside of regular working hours, compensation for said employee must be met by the organization using the room.

16. Reservations for the room should be made at least two (2) weeks prior to the scheduled program and no more than 3 months in advance. The organization or business should indicate in their registration if they need the AV equipment and whether tables and/or chairs are required.
17. An authorized adult (25 years of age) representative of the group must request the use of the Community Room. This representative will be required to sign a Community Room Reservation Application. By signing the form, the applicant agrees that the rules and regulations regarding the use of the Community Room have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the room. If the reservation is made for when the library is closed, a prepayment if any is necessary will be required.
18. All organizations are required to notify the Director or Library Designee when the meeting is finished.
19. When the room is scheduled for use by minors, adult supervision (25 years of age) must be present in the room at all times. The adult to child ratio must not exceed 4 children to 1 adult supervisor.
20. All groups are responsible for their set-up in the Community Room. Please allow time for set-up and restacking of chairs and reflect that additional time needed in your reservation application.
21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property. Any items left for more than 24 hours will become the property of the Library and disposed of as the Library deems appropriate unless prior arrangements have been made.
22. The room must be left neat, clean and orderly. If cleaning is required, a minimum charge of \$25.00 will be assessed and billed to the organization to cover cleaning costs or repairs. The group will be charged for any damage to the equipment or furnishings.
23. Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service and groups will be responsible for cleaning and removal of all refuse. The Library does not supply porter service or storage space for supplies and equipment.
24. Smoking is prohibited. Alcoholic beverages are prohibited except in the event of fund-raising activities either hosted specifically for the Library or other requesting organizations. There will be no exception for private parties. Events directly related to the Library will be cleared through the current Insurance Agency of record to ensure the proper liability coverage is available and all rules, Town, County and State, are in compliance. The same will be required of all other organizations that request to use the Library for fund-raising purposes.

25. No object, poster or writing, etc. will be placed on the walls unless the group uses “Post it” papers. No tape, tacks, nails or glue are to be used to affix items to the walls.
26. The Library supplies AV equipment as a courtesy and assumes no responsibility for its availability or proper functioning. No organization may use the equipment unless they have received prior training from the staff. Organizations must arrange for training of the person who will be responsible for using the equipment when reservations are made.
27. The organization agrees to indemnify the Library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney’s fees for defense of such claims, arising out of the organization’s use of the Community Room. A representative of the organization must sign the indemnification form.

Adopted: December 1, 2013.

Reformatted and Updated: March 10, 2016.

Reformatted, Revised, Reviewed and Adopted: April 19, 2018