

HALL MEMORIAL LIBRARY MEETING ROOM POLICY

The Hall Memorial Library has meeting rooms available for use by the community, without charge. Community-based groups and businesses, and groups with Ellington members may use the rooms, following these guidelines. Library programs and activities have first priority.

- Groups and businesses may use the rooms for meetings, educational, cultural or civic activities, or activities of general interest to the community. All meetings must be open to the public.
- Meeting rooms may not be used for any activity that is incompatible with the library environment or interferes with its operations or is considered to be dangerous to people or property
- The rooms may not be used for private parties, political campaigns or worship services. Products or services may not be advertised or sold.
- Admission fees, collections, solicitations or fund-raising activities other than those that benefit the library are not permitted.
- Smoking or alcoholic beverages are not permitted anywhere in the building or on the grounds. Light refreshments are permitted in the meeting rooms only.
- Juvenile groups, under the age of 16, may use the rooms with verified adult supervision.
- Meeting Rooms will be booked on a first-come, first-served basis up to 12 months in advance. Regularly scheduled meetings may be booked no more than 12 months at a time from the date of application.
- A Room Use Request must be completed, either online or in writing, and be approved in order to confirm a room reservation. Requests are generally handled within 48 hours. Additional time is required for requests made on weekends or holidays. Library staff shall have the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.
- The library must be notified of any cancellations. If the library is closed due to storms or other emergencies, scheduled groups will be notified, but it is the responsibility of the organization to notify their attendees. The library is not responsible for any cost incurred by any organization as a result of such closings.
- Groups are responsible for setting up the rooms, for cleaning up afterwards, and bringing all supplies needed. No supplies may be stored.
- Groups will be held responsible for any damage incurred. Continued use of library facilities depends upon on adherence to this policy.
- The Library is not responsible for damages or loss to equipment, supplies or personal property of organizations or members.
- Meeting rooms are made available as a public service and booking a room in no way constitutes an endorsement of the program or philosophy of the group or the individuals using the facilities. The Library Board of Trustees and staff reaffirm the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

APPROPRIATE BEHAVIOR IS NECESSARY AT ALL TIMES, IN THE ROOMS, IN THE LIBRARY AND ON THE GROUNDS.

HALL MEMORIAL LIBRARY MEETING ROOM USE REQUEST

***Upstairs Meeting Room** – 60 persons. Located upstairs in the old section of the library. Tables, chairs, stage and kitchenette. Projection screen. Wi-Fi. Light refreshments may be served. For meetings during normal library hours only. Not appropriate for noisy activities.

***The Children's Department Craft/Program Room** -- 40 persons. Located upstairs in the Children's Department. Tables, chairs and running water are available. Projection screen. Wi-Fi. Light refreshments may be served. For meetings during normal library hours only. Best choice for children's groups. This room may be divided to accommodate two smaller groups.

***The McKnight Community Room** -- 25 persons. Located on the main floor. Tables, chairs, and a kitchenette are available. Light refreshments may be served. Available for meetings extending beyond library hours, 9:00 AM-10:30 PM weekdays by special arrangement; occupancy must begin or end during library hours. Not available for continuous weekly evening meetings.

***The Study Room** – 10 persons. Located in the Reference Room. Tables and chairs. Projection screen. Wi-Fi. For meetings during normal library hours only. Not appropriate for noisy activities.

Groups are responsible for setting up the rooms, for cleaning up afterwards, and bringing all supplies needed. No supplies may be stored. Only those items listed below are supplied.

PLEASE FILL OUT THE FOLLOWING REQUEST FORM COMPLETELY

ORGANIZATION _____

RESPONSIBLE PARTY MAKING APPLICATION _____

ADDRESS _____ TITLE _____

PHONE (DAY) _____ (EVENING) _____

EMAIL _____ APPROXIMATE ATTENDANCE _____

DATE(S) OF MEETINGS _____

START AND END TIME OF MEETING(S) _____

PURPOSE OF MEETING _____

ROOM REQUESTED:

MCKNIGHT COMMUNITY ROOM (25 persons)___ UPSTAIRS MEETING ROOM (60 persons)___

CHILDREN'S DEPT. PROGRAM ROOM (40 persons)___ THE STUDY ROOM (10 persons)___

EQUIPMENT REQUESTED:

TABLES___ CHAIRS___ LECTERN___ DIGITAL PROJECTOR___ SCREEN___ LAPTOP___

WHITE BOARD/EASEL___ VIDEOCASSETTE PLAYER/MONITOR___ DVD PLAYER___

30-CUP COFFEE MAKER___ OVERHEAD PROJECTOR___

I understand that my organization will be held responsible for any damage incurred; that the guidelines for meeting room use must be adhered to; and that our continued use of the meeting rooms depends upon our ability to follow these guidelines. I have read the guidelines before filling out this application.

SIGNATURE OF APPLICANT _____ DATE _____