

HALL MEMORIAL LIBRARY MEETING ROOM POLICY

The Hall Memorial Library provides meeting space for use by the Ellington community in support of its mission to support community engagement. Ellington community groups, organizations, and residents, and groups with Ellington residents as members may use the meeting rooms, following these guidelines. Library programs and activities have first priority.

- Groups may use the rooms for meetings, educational, cultural or civic activities, or activities of general interest to the community
- 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.
- Meeting Rooms may be booked on a first-come, first-served basis up to 12 months in advance. Organizations and groups may schedule bookings no more than 2 times per month and no more than 12 months at a time from the date of application. Meetings in all but the McKnight Room must be held during regular hours, and must end no later than 15 minutes before closing. Meetings in the McKnight Room may extend up to 10pm.
- A Room Use Request must be completed in the online system 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. Walk-in requests will be honored based on availability.
- The Library 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 and make appropriate accommodations.
- The Library must be notified of any cancellations. Failure to do so will impact future requests. If the library is closed due to storms or other emergencies, the contact person listed on the application will be notified; 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, returning all furniture to its original location, and bringing all supplies needed. No supplies may be stored at the library. Groups will be held responsible for any damage incurred.
- The Library will not be responsible for damages or loss to equipment, supplies or personal property of organizations or members.
- A responsible representative must check in at the desk before occupying the room. Children attending meetings are the responsibility of the group leader and/or the parent, and must remain under supervision in the meeting space.
- Any promotional materials for events to be held by groups must include a statement clarifying that the event is not Library sponsored.
- Meeting rooms are made available as a public service and approving a room booking 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 Library 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.
CONTINUED USE OF LIBRARY FACILITIES DEPENDS ON ADHERENCE TO THE MEETING ROOM POLICY**

Revised 12/2025