Bethlehem Public Library

Meeting Room Policy

Purpose

The meeting rooms are made available to the public served by the Bethlehem Public Library (the "Library") on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. It is the Library's policy, in its employment practices, procedures and facilities usage, not to discriminate with regard to age, gender, sexual orientation, race, color, national origin, religious affiliation, or disability. Groups using the Library's facilities shall affirm the same commitment.
The Library considers the use of its meeting rooms as an integral part of its service to the community. As such, meeting rooms are available, when not required for Library activities, to qualifying non-profit organizations, Town of Bethlehem Boards, Departments and Commissions, State of Connecticut agencies and U.S. governmental organizations for their own internal purposes only.

Policy

ROLES AND RESPONSIBILITIES

The Library Board of Trustees delegates the oversight and management of meeting rooms to the Library Director and staff. Adherence to this policy is required of all users of the meeting rooms.

GUIDELINES

1. Meeting rooms are for use for cultural, developmental or information purposes that meet the intent of the Library's mission.
2. Meeting rooms may not be used for strictly social gatherings, such as weddings, showers, anniversaries, birthday parties, etc.
3. With the exceptions noted below, meeting rooms may not be used for the promotion of commercial interests or for financial gain. Commercial interest and financial gain include, but are not limited to, transactions where payment is charged and received, there is a fee for admission, tickets are sold in advance, donations are solicited or the rooms are used as a business office for monetary gain.
   EXCEPTIONS: Providing one-on-one professional or developmental services, such as tax advising, accounting, or coaching for which the client pays a fee; tutoring for which the client pays a fee; recitals (the teacher is paid, but admission is free); programming (the presenter is paid, but the program is free).
4. No charge shall be made for admission to any program or meeting. However, groups that normally collect dues or membership fees may use the meeting rooms.

5. Nothing may be sold at a meeting or program. Fundraising or solicitation of donations is not allowed unless it is for the benefit of the Library. EXCEPTIONS: Library sponsored programs (ex. author talks or musical performances, where the sale of books or artist recordings is allowed as a convenience to program attendees).

MEETING ROOM RESERVATIONS

1. Meeting room reservations are available on a first-come, first-served basis. The Library reserves the right to deny, cancel or modify room reservations in the event they conflict with Library programs or services. The following priorities will apply in case of conflict:
    a. Bethlehem Public Library;
    b. The Friends of the Bethlehem Public Library;
    c. The Town of Bethlehem, including the Region 14 School District;
    d. Bethlehem community organizations and non-profit organizations;
    e. Bethlehem residents;
    f. Businesses or private individuals.
2. Individuals and organizations who follow the guidelines for the meeting rooms listed above may reserve a meeting room. Preference will be given to Bethlehem organizations or residents of Bethlehem in case of conflict.
3. Any individual or group wishing to reserve a meeting room must submit a Meeting Room Application ("Application").
4. Only people 18 years of age or older may book a meeting room.
5. The acceptance of a group's request to use a meeting room does not in any way constitute an endorsement of the group's beliefs or purposes by the Library or the Town of Bethlehem. Accordingly, no publicity by any individual, group, or organization shall imply Library sponsorship or endorsement.
6. All publicity and event invitations, including printed flyers, publications, emails, website postings, social media announcements, must include the group's contact information (email address and telephone number), and the following disclaimer: "*This event is not sponsored by the Bethlehem Public Library*."
7. The Library telephone number or email address must not be used on publicity or event invitations.
8. Recurring reservations must be requested each year in December for the coming year.

RULES FOR ROOM USE

1. The Library's Code of Conduct and Unattended Child policies apply to anyone using a meeting room.
2. The reserving party is responsible for leaving meeting rooms in the same condition as upon arrival. The Leever Room has a default set-up, which is attached and also posted in the room. The Leever Room should be reset to that configuration unless otherwise directed by Library staff.
3. Meeting room reservations must include time to set up and clean up. Setup or clean-up may not occur while the room is in use or reserved by another group.
4. Reserving parties are responsible for:
    a. Proper supervision of all attendees and guests;
    b. Restoring the room to the same condition and configuration in which it was found;
    c. Costs resulting from any damage or loss during use;
    d. Removing all trash from the meeting room after use.
5. Refreshments may be served in the Leever Room only. The kitchen is available, however all food, beverages and supplies must be provided by the individual or organization using the room. The kitchen must be cleaned after use and any food or beverages brought to the Library must be removed or thrown away.
6. Alcoholic beverages are prohibited. However, waivers for the service of wine and beer may be granted by the Library Board of Directors. Those requesting such a waiver must apply to the Library Director no later than one month prior to the scheduled meeting.
7. Nothing may be affixed to wall surfaces, including tacks, nails or tape.
8. Open flames (candles, Sterno, etc) are prohibited.
9. In exceptional circumstances, meeting rooms may be available for use when the Library is closed. A responsible adult designated on the Application form may sign out a key to the building at the circulation desk during regular Library hours on the day prior to the scheduled event. The key must be returned immediately after the event, either to Library staff if the Library is open, or by leaving it in the book drop if the Library is closed. Any individual or group failing to properly secure the Library will be denied further use of the Library's meeting rooms.
10. Only the party or organization reserving a meeting room may use it during that time period. Reservations may not be assigned to a third party.
11. Individuals or groups using a meeting room are requested to close and lock the Library door if using the room when the Library is closed. If the Library is open, individuals and groups are requested to inform Library staff when the meeting or event is finished.
12. The Library is not responsible for the loss or damage of equipment, supplies, materials, or other items owned by any group, organization or individual. The Library cannot provide storage for personal property.

13. If the Library is closed due to inclement weather, or any other reason, all events are automatically cancelled. Library Director and staff will work with individuals and organizations to ensure events are rescheduled for a later available date.
14. No tobacco products, vaping or illegal substances are allowed in meeting rooms or any other part of the Library.
15. Exits from meeting rooms must never be blocked.
16. Children under the age of 5 must not be left unsupervised in the Library while the event is in progress. Please refer to the Library's Unattended Child Policy.

AUDIO VISUAL EQUIPMENT

1. Use of video equipment must be reserved in advance of room use.
2. Use of the projector and/or microphone in the Leever Room requires staff supervision and is only available when the Library is open, or trained staff is present.
3. Individuals or organizations reserving the Leever Room will be held responsible for any damage to equipment or software resulting from improper use.
4. It is strongly suggested that users bring their own technical equipment when they meet with the Library staff prior to the event to ensure compatibility with Library systems.

Bethlehem Public Library

Application to Reserve Meeting Room

Name of Organization: _____

Person(s) Responsible for Room Use:

Primary Person: Name: _____

Cell Phone: _____ Other Phone: _____

Alternate Person: Name: _____

Cell Phone: _____ Other Phone: _____

Event or Meeting Description:

_____

_____

Frequency of Meetings (if recurring): _____ weekly _____ monthly

Time of Meetings: Start: _____ End: _____ (List times below if different each month)

Dates of meeting: (Use an additional page as necessary)

Jan _____ Apr _____ July _____ Oct _____

Feb _____ May _____ Aug _____ Nov _____

Mar _____ Jun _____ Sep_____ Dec_____

Room and Amenities Requested:

_____ Leever Room: _____ Projector _____ Microphone _____ Kitchen

_____ Children's Room

_ _

STAFF USE ONLY:

Approved by: _____ (Director or Staff Member)

Approval Date: _____

Date Received: _____ Entered in Outlook: _____