

STAFFORD LIBRARY POLICIES ON USE OF MEETING AREAS

The primary purpose of the meeting rooms at the Stafford Library is to provide facilities for library-related activities including programs presented by library staff or by the Friends of the Stafford Library. As a community service, the Library makes its meeting rooms available to the Stafford community, although library-sponsored programs will receive first priority.

The following meeting room policies have been designed to make the meeting rooms in the Stafford Library available to as many Stafford groups as possible and at the same time accommodate the Library's meeting room needs. After library-sponsored programs, reservations are made on a first-come, first-served basis. Library meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, as stated in article six of the American Library Association's Library Bill of Rights. All room reservation requests must be made through the Library Director or Program Coordinator (860-684-2852). Individuals, groups, and organizations must fill out and sign an Application for Use form.

CONDITIONS FOR USE:

1. The Stafford Library has two meeting rooms available for public use by Stafford residents without charge. They are the program room (capacity 80) and the board room (capacity 26). Both may be used by the Library, town departments, governmental agencies, Stafford civic groups, or other Stafford non-profit organizations for educational, cultural, civic, or informational needs. Civic groups or other non-profit organizations are limited to room use once per month. For-profit organizations in Stafford may use the facilities only if the program is educational, cultural, or informational in nature and will benefit the community. The rooms may not be used for commercial purposes or for any use that interferes with the normal functions of the Library. Rooms may not be used for private parties, political campaigns, or worship services. All rooms are easily accessible to persons with disabilities.
2. The library also has two study rooms (capacity 6) available for use on a first come, first served basis. These study rooms cannot be reserved in advance of use.
3. No admission fee may be charged for any event. No collection may be taken, no funds solicited, no materials sold nor any direct sales made except in conjunction with library sponsored programs.
4. No organization has an exclusive right to a specific day or time on a permanent basis. Rooms may be reserved up to one year in advance.
5. The group holding the meeting is responsible for setting up their own tables, chairs, etc. and completely cleaning up afterward. All meeting rooms will be returned to their original condition. Library staff is not available for preparation or restoration of rooms.
6. After the Library's normal operating hours, groups using the building must enter and exit through the entrance in the large program room. Keys must be picked up and returned to the Library.
7. Room reservations may be made via telephone; however, an application form must be signed prior to a meeting.
8. The Town of Stafford reserves the right to suspend or cancel meeting room privileges to any individual, group, or organization that fails to comply with the stated policies.
9. Neither the Stafford Library nor the Town of Stafford is liable for any claims rising out of the use of the facility.
10. All federal, state, and local ordinances as well as rules of the police and fire departments relating to public assemblies must be strictly obeyed.

DIRECTIONS ON USE:

1. The building is unavailable before 10:00 AM and after 10:00 PM.
2. Alcoholic beverages, smoking, and the use of illegal drugs are prohibited.
3. Refreshments may be served in the program room only. **No food preparation is allowed.** A serving/warming area is provided for food items pre-prepared. A microwave, coffeepot, refrigerator, and cooktop are available for use. No refreshments or supplies will be provided by the Library.
4. Neither the name, address, nor telephone number of the Library may be used as the address, telephone number, or contact person for groups or organizations using the meeting rooms.
5. No one under the age of 21 may reserve or sign an application form for meeting room use.
6. No group larger than the approved occupancy will be permitted in any room.
7. No materials shall be affixed to the wall surfaces without prior approval of the Library Director.
8. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities unless the activity is to be co-sponsored by the Library.
9. An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of eighteen (18) using the meeting rooms.
10. The rooms are not available for private parties or social gatherings.
11. Storage of personal property, equipment and/or supplies is not permitted by the Library.

RESPONSIBILITY FOR ROOM CONDITION:

1. Each group using the room must assign one person responsible for proper use of the room in accordance with stated policies. Each group is responsible for returning the room to its original condition.
2. Those granted permission to use the Library's meeting rooms shall be held responsible for proper supervision and for payment of costs arising from the damage or loss as a result of their use of the rooms. The person signing an application form shall assume full responsibility for any injury or damage to library property, building, furnishings, or equipment that results from their use of the facility.
3. Each group will be held responsible for the preservation of order by those in attendance.

CANCELLATIONS:

1. Notice of cancellation of room use should be directed to the agency with whom the reservation was made as soon as possible. It is the responsibility of the group using the room to notify the public of a change of date, time, or cancellation.

Approved by the Stafford Library Association Board of Directors (8/20/01)

Revised by the Stafford Library Association Board of Directors (2/9/04)

Approved by the Board of Selectmen (10/14/04)

Revised by the Stafford Library Association Board of Directors (1/12/09)

Approved by the Board of Selectmen (1/22/09)

Revised by the Stafford Library Board (6/14/2018)

**Application for Use
of the Stafford Library
Community Room or Board Room**

Date of Application: _____

PROGRAM INFORMATION

Name of Organization: _____

Purpose of Program: _____

Room Desired: Community Room Board Room
(Circle one) Capacity 80 Capacity 26

Date of Program: _____

Time of Program: _____
(Including set-up)

Number of people expected: _____

Do you wish to meet (use is limited to once per month):

 ___ Only once or twice ___ On a regular basis _____

Equipment needed (specify number in blank):

Tables _____ Rolling cart _____ TV/VCR/DVD (public performance videos only) _____
Chairs _____ Serving/warming area _____ Other (please specify) _____

CONTACT INFORMATION

Contact information for Person Responsible:

Name: _____

Address: _____ (must be a Stafford resident)

Phone: _____
 home work cell

E-mail: _____ (optional)

Alternate person to contact:

Name: _____

Phone: _____
 home work cell

E-mail: _____ (optional)

AGREEMENT

I have received and read a copy of the Stafford Library's policy governing use of the Community Room/ Board Room and agree to abide by all policies.

Signature

Date

Approved by: _____

Date: _____

Key signed out (Date/Time): _____

Key returned (Date/Time): _____