

## **Middlebury Public Library Larkin Room Policy**

The Middlebury Public Library maintains a meeting room primarily for library-related activities. Programs may be sponsored or co-sponsored by the Library in order to accomplish its mission and to provide educational, informational, charitable, and cultural opportunities for the community. When the room is not needed for library activities, nonprofit organizations serving the Middlebury community may request use of the Larkin Room for educational, civic and/or cultural programs intended for and open to the public.

***No commercial or private use of the Larkin Room is permitted.***

### **Reservation Policies**

Library functions have priority for use of the Larkin Room, and the library reserves the right to preempt non-library use. Library use may include meetings of town departments or agencies or use by elected officials representing Middlebury.

The Library reserves the right to limit the number of times a single group may reserve the meeting room during a continuous 12-month period based on the calendar year.

A written application must be made at least one month in advance unless the Library Director permits a shorter period. Applications will not be accepted more than one year in advance.

A Certificate of Insurance is required by the Town of Middlebury as part of the Application.

At the time of registration, a group representative will be given a list of rules and regulations with which the group must comply. A signed copy of the Guidelines will be kept on file. Providing use of the meeting room does not constitute an endorsement of a group's policies or beliefs.

An adult must contract for use of the meeting room, and adequate adult supervision must be provided for juvenile and youth groups.

The library requires a \$100 security and cleaning deposit for use of the Larkin Room. This deposit must be submitted upon acceptance of an application and will be held until determining that the facilities are left clean and orderly. If, in the opinion of the Library Director, the room has not been satisfactorily cleaned, the library will retain the security deposit as compensation for the Town of Middlebury cleaning costs.

Any meeting, activity, or event must end no later than 7:30 p.m. unless prior approval is granted. No use by non-library organizations will be permitted on Saturday evening or on Sunday.

Maximum capacity of the Larkin Room is 100. The library reserves the right to deny requests for use of the room, or cancel a reservation which has been made when attendance of more than 100 can reasonably be expected.

### **Guidelines**

Neither mandatory monetary collection nor the charging of admission may occur unless related to fund-raising for the library and approved by the Library Director.

Items may be sold only with permission of the Library Director. No soliciting is allowed.

In accordance with Connecticut State Law, no smoking is allowed. Alcohol may not be served during the library's hours of operation.

Groups are responsible for arranging, setting up, and putting away furniture within the reserved time.

Kitchen facilities are limited and must be left in a clean, orderly condition.

The library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group used in the Larkin Room.

The organization will be responsible for any damage to library equipment or premises. Such damage shall be reported promptly to the Library Director, who will arrange for professional cleaning or repairs, the cost of which will be borne by the organization.

The organization agrees to pay for any damage to library property resulting from the conduct of any person attending the meeting. The library may refuse use of the meeting room by any group whose members have been disorderly or otherwise fail to comply with Library Policy and Procedures.

The organization will not hold the library responsible for compensation for any injuries to persons or property caused in connection with use of the Larkin Room.

The following statement of sponsorship must appear in all advertising and press releases: ***This program is sponsored by (name of organization) and will be held in the Larkin Room of the Middlebury Public Library, 30 Crest Road, Middlebury.***

In all advertising and press releases, it must be made clear that the sponsoring organization must be contacted directly for information regarding the meeting, and a contact name and telephone number must be provided.

The library bears no responsibility for the content of any meeting not sponsored by the library, and any advertisement of the meeting must include a disclaimer of library responsibility. The library does not bear financial responsibility for any such programs.

In case of emergency, meeting participants must exit the building immediately and then contact the Library Director.

### **Supervision and Responsibility for Order**

The organization using the Larkin Room is responsible for supervising the meeting and for ensuring that meeting attendees adhere to the Library's Code of Conduct. Meetings that interfere with the normal library use will not be permitted.

Failure to comply with the Library Policies and Code of Conduct will result in cancellation of the event and/or denial of future requests for use of the Larkin Room.

This policy is subject to continuous review.

Reviewed by Town Atty. on September 27, 2013

Adopted by the Library Board of Trustees on October 8, 2013