

Middlebury Public Library

Larkin Room Policy

The Middlebury Public Library maintains a community 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, non-profit 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. Requests may be made no sooner than three months in advance.

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 organization may reserve the meeting room during a continuous 12-month period based on the calendar year.

A written application must be made at least three months in advance unless the Head Director permits a shorter period. Applications will not be accepted more than three months in advance.

A Certificate of Insurance consistent with the Town of Middlebury is required by the Town of Middlebury as part of the application process. The Town of Middlebury needs to be listed as the additional insured.

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

An adult must apply for use of the Larkin 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 Head 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 a half hour before library closing unless prior approval is granted. No use by non-library organizations will be permitted on Saturday or on Sunday. Maximum capacity of the Larkin Room is 187 occupants for assembly seated or 87 occupants seated at tables according to the Middlebury Fire Marshal. 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 the number of occupants stated above can be expected.

Guidelines

Neither mandatory or suggested monetary collection nor the charging of admission may occur unless related to fund-raising for, or which benefits, the library and approved by the Head Director.

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

In accordance with Connecticut State Law, no smoking is allowed. Possession and use of alcohol is prohibited on library grounds.

Organizations 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 a patron or organization 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 Head 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 patron attending the gathering. The library may refuse use of the Larkin Room by any organization whose members have been disorderly or otherwise fail to comply with Library Policy Manual.

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 gathering not sponsored by the library, and any advertisement of the function must include a disclaimer of library responsibility. The library does not bear financial responsibility for any such programs.

In case of emergency, organizational members must contact library staff on duty immediately and if needed exit the building.

Supervision and Responsibility for Order

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

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

Reviewed by Town Atty. on December 30, 2019

Adopted by the Library Board of Trustees on January 14, 2020