



# COMMUNITY ROOM POLICY

Old Lyme-Phoebe Griffin Noyes Library

Old Lyme, CT

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The Board of Directors of the Old Lyme-Phoebe Griffin Library views the use of the Library's Community Room as a library service. The room shall be made available to the community in its broadest sense and shall reflect the educational, cultural, social, and recreational supporting role the Library plays. The Community Room is available to non-profit and for profit organizations and community groups for programs that are cultural educational, recreational and civic in nature.

## COMMUNITY ROOM AVAILABILITY

Provisions:

- Capacity: 70 people
- Kitchen facilities
- 8 tables
- 65 chairs
- LCD projector
- Laptop
- Portable Podium
- Easel / Flip Chart
- Slide projector with carousel
- VCR / DVD
- Amplifier with remote mike
- Wall mounted movie screen

Hours of availability: The Community Room can be reserved during Library hours, evenings and weekends. Availability of the Community Room shall be on a first-come, first-served basis. The following priorities shall prevail in case of conflict:

- Library sponsored programs
- A group affiliated with or sponsored by the Library.
- An Old Lyme based non-profit or for profit organization.
- Applications cannot be accepted more than six (6) months in advance of the requested dates(s) of use.

## ELIGIBILITY FOR COMMUNITY ROOM USE

1. The Community Room is used primarily by non-commercial, non-profit, tax-exempt groups or organizations.
2. Non-profits will not be charged for the use of this room. However, donations to the Library are gratefully accepted.
3. For-profit groups may use the Community Room for informational meetings only. For-profit groups shall be charged a fee of \$50.00 per meeting. No fees, dues, or donations may be charged or solicited by Community Room users for any program or exhibit. Selling or taking orders of any kind is prohibited.
4. A custodial service fee of \$20.00 is charged when food is served.
5. The Community Room may not be used for private parties, religious services, or employee recruitment, gambling activities, fundraising for any individual or group other than the Library or Friends of the Library.
6. The Community Room is available for use by persons eighteen (18) years of age or older. Those under the age of eighteen are eligible to use the Room only when an adult has read and signed the application form and adequate adult supervision will be provided during the meeting time.

## GENERAL RULES AND RESTRICTIONS

- Guest key is available to groups meeting after Library hours. The guest key and instructions must be obtained the day preceding your meeting or early on the day the organization will be occupying the Community Room. Contact the Library Secretary for details.
- No activity that will violate the local fire code regulations may be scheduled. The maximum capacity of the Community Room is 70.
- Meetings and events must be free and open to the general public.
- Under no circumstances, however, shall the sponsor of a meeting open to the public require sign-in of attendees, nor should any follow-up contact be made at the sponsor's initiations. Voluntary sign-in by attendees is allowed.
- In all advertising and press releases, it must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided. A statement of sponsorship must appear in all advertising and press releases using the following phrase:

**This program is sponsored by (organization's name) and will be held in the Community Room of the Old Lyme-Phoebe Griffin Noyes Library, 2 Library Lane, Old Lyme, CT.**

- Notice of cancellation of room use should be given to the Library as soon as possible. It is the responsibility of the group using the Community Room to notify the public of a change of date, time or cancellation.
- In the event of an emergency closing of the Library, all reservations are automatically cancelled. Library staff will attempt to inform the contact person of the closing.
- Groups using the Community Room will be responsible for:
  - Proper supervision. Setting up chairs, tables, etc.
  - Restoring the Community Room to the same condition in which it was found.
  - Costs arising from any loss, damage, or excessive janitorial services.
- Smoking is not allowed anywhere in the Library facility.
- No alcoholic beverages may be served.
- Light refreshments (no full meals) may be served. The Community Room kitchen area may be used and must be left in the condition in which it was found. All food, beverages, equipment, and supplies must be provided by the group using the room, and removed promptly afterward.
- Chairs, tables, and equipment must be set up by the group and it is the group's responsibility for putting away furniture within the time reserved.
- Groups using pre-recorded materials must secure all necessary performance rights or agree to indemnify the Library for any failure to do so.
- Storage of materials before or after the reserved time needs prior approval. The Library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group used while on Library premises.
- All problems encountered at any function must be reported to the Library Director as soon as possible.
- It is understood that when meetings are held during Library Hours, such use will not disturb the normal operations of the Library.

Any individual or group that uses the Community Room pursuant to these rules and regulations agrees to indemnify and to hold harmless the Old Lyme-Phoebe griffin Noyes Library, Inc., its Board of Directors, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of the meeting room by such an individual or group. Any violating these rules maybe asked to leave and/or denied future use of the facilities. This policy is subject to continuous review.



# OLD LYME-PHOEBE GRIFFIN NOYES LIBRARY

## APPLICATION FOR THE USE OF THE COMMUNITY ROOM

If you can not e-mail this form, please print and mail or drop off this form to the Library.

Organization/Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Purpose of organization \_\_\_\_\_

Date of program/meeting \_\_\_\_\_ Time \_\_\_\_\_ a.m./pm. to \_\_\_\_\_ a.m./p/m.

Multiple Dates \_\_\_\_\_ Times: \_\_\_\_\_

Purpose of the meeting/program/event \_\_\_\_\_

Contact person for this organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone – Home: \_\_\_\_\_ Business: \_\_\_\_\_

Contact person for this event: \_\_\_\_\_

Telephone – Home: \_\_\_\_\_ Business: \_\_\_\_\_

Are you a registered Old Lyme Library patron? \_\_\_\_\_ If not, please see the Information Desk to register (for potential guest key privileges). The guest key and instructions must be obtained the day preceding your meeting or early on the day you will be occupying the Community Room.

Estimated Attendance: \_\_\_\_\_

Note: Maximum capacity for the Community Room is 70 people.

Kitchen facilities needed? \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

Equipment to be used:

Number of Tables (8)

Number of Chairs (65)

LCD projector

Laptop

Portable Podium

Easel

Flip Chart

Slide projector

VCR/ DVD

Screen

Microphone & Amplifier

Applicant's signature \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Date received: \_\_\_\_\_

Room Fee \_\_\_\_\_

Date received: \_\_\_\_\_

Donation: \_\_\_\_\_

Date received: \_\_\_\_\_

The applicant hereby states that he/she is empowered to act for the group requesting use of the Old Lyme – Phoebe Griffin Noyes Library Community Room, and agrees to faithfully abide by all Old Lyme PGN Library regulations as outlined in the Policy for Use of the Community Room.  ***I have read the Old Lyme PGN Library Community Room Policy***

*Office Use Only*

Approved by: \_\_\_\_\_

Application Form Approved by the Board of Trustees, March 1991; January 20, 2004.