



POLICY ON USE OF COMMUNITY AND CONFERENCE ROOMS

POLICY

The Weston Library Community and Conference Rooms are made available to the public served by the Library in accordance with Article VI of the American Library Association's Library Bill of Rights, which states that such facilities should be available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The rooms may be used for programs that are consistent with the Library's Mission Statement (<https://www.westonpubliclibrary.org/about/>) and its role as an educational and cultural hub of our community. All room use is governed by the Library's Code of Conduct and Unattended Child Policy. Any groups or events violating the Code of Conduct may have their reservation terminated and may be refused future use of the rooms. Permission to use the rooms does not constitute an endorsement of the group's policies or beliefs by the Weston Public Library. All room reservations are subject to the approval of the Library Director.

MEETING ROOMS

The library offers four (4) meeting rooms for use by individuals, local municipal agencies, community organizations, businesses, and other outside groups.

Community Room: The Community Room can accommodate a maximum of 100 people (80 people seated) and is available for use when the Library is open or at a time agreed upon by prior arrangement. The Steinway baby grand piano housed in this room as well as the audio-visual equipment is available for use by the public upon prior request, subject to the requirements specified by the Library Director and any fees, if applicable. Refreshments may be served in the Community Room, which has direct access to a small kitchen.

Conference Room A: Conference Room A can accommodate a maximum of eleven (11) people and is available for use when the Library is open or at a time agreed upon by prior arrangement. The large format monitor may be used upon prior request. No food is permitted in the Conference Rooms, except as part of Library-sponsored programs.

Conference Room B: Conference Room B can accommodate a maximum of four (4) people and is available for use when the Library is open. No food is permitted in the Conference Rooms, except as part of Library-sponsored programs.

Conference Room C: Conference Room C can accommodate a maximum of four (4) people and is available for use when the Library is open. No food is permitted in the Conference Rooms, except as part of Library-sponsored programs.

AVAILABILITY AND ELIGIBILITY

Use of the meeting rooms is subject to availability. Any one group or individual will be limited to two (2) reservations per month of the Community Room and two (2) reservations per week of the Conference Rooms. Exceptions may be made only with the permission of the Library Director or his/her designee. Generally, meeting rooms may be used during regular library hours. Permission to use the meeting rooms outside regular library hours may be granted with special permission by the Library Director and is limited to the Community Room and Conference Room A.

Programs and events conducted by the Library and the Friends of the Weston Public Library are given first priority in the scheduling of meeting rooms during available times. Events cosponsored by the Library or the Friends of the Weston Public Library with outside groups shall receive the second priority. Town of Weston departments, organizations, and residents shall receive third priority. All other groups' and individuals' scheduling will be on a first-come, first-served basis.

Unreserved use of the meeting rooms is permitted when the schedule allows during regular library hours. Anyone seeking to use an available meeting room must check-in with staff at the Circulation Desk first. All individuals' or groups' unreserved use will be limited to two (2) hours on any given day. If there is no wait list or reservations for a room, an additional two (2) hours may be granted.

Gatherings of a purely social nature, for religious services, or for political campaigning are not allowed.

SCHEDULE OF FEES

No fee is charged for use by the Library or other Town of Weston Municipal Departments, Boards or Commissions, the Friends of Weston Public Library, or any organization whose program is co-sponsored by the Library or the Friends of the Weston Public Library.

As a matter of policy, the Library does not charge for use of the meeting rooms by not-for-profit organizations in connection with educational, cultural, civic, social, or recreational activities that are offered to the public without charge. Groups may be asked to provide proof of their not-for-profit status. Not-for-profit organizations wishing to charge admission to the meeting, or planning to make sales or solicit donations at or in conjunction with the meeting, shall request permission to do so from the Library on the application form. If permission is granted, a fee will generally be imposed for use of the meeting room.

Businesses and other for-profit organizations may apply to use the meeting rooms for business purposes, including private meetings/events and training sessions. A fee will be charged based on the schedule below. **For-profit groups may not use the meeting rooms without a reservation.**

When a fee is imposed for use of a meeting room, it must be submitted to the Library in the form of a deposit prior to the event. Deposits may be made by check or cash. Checks should be made out to “The Weston Public Library” and will be deposited upon completion of the event.

- Community Room
 - Half day (up to four hours) \$100
 - Full day (more than four hours) \$150
 - Piano tuning (optional by request) – must use the Library’s piano technician and requester will be billed for the service
- Conference Room A
 - Half day (up to four hours) \$50
 - Full day (more than four hours) \$75
- Conference Rooms B and C
 - Half day (up to four hours) \$25
 - Full day (more than four hours) \$35

Groups that exceed their reserved time will incur an additional fee. Groups that fail to pay their room rental and associated fees may lose their right to reserve Library meeting rooms in the future.

PROCEDURES

Any individual or organization seeking to reserve a room must submit an application either through the online system available through the Library’s website at www.westonpubliclibrary.org or by requesting a printed application form at the front desk of the Library.

- All Conference Room bookings must be received at least one (1) business day (Monday-Friday) in advance of the requested time.
- All Community Room bookings must be received at least two (2) weeks in advance of the requested time.
- All rooms may be reserved up to three (3) months in advance.

Signed applications must be submitted and any associated fees paid before a reservation will be finalized. The application must be signed by an adult aged 18 or older who will be responsible for supervision of the room during its use, and for clean-up and lock-up in accordance with procedures provided in advance by the Library staff and detailed in the application. This person will be responsible for obtaining and returning the key, if necessary. See Application for additional procedures.

The Library Director is authorized to determine the appropriate use of the rooms and reserves the right to accept or deny any application for use of the meeting rooms. A party whose application is denied may appeal the decision of the Library Director to the Library’s Board of Trustees. All appeals must be made in writing to the Weston Public Library Board of Trustees.

CANCELLATIONS

Outside groups and individuals can cancel their Community Room reservation and receive a full refund if done more than 48 hours prior to the scheduled event. Conference Room reservations may be cancelled up to the start of the reserved time for a full refund. If the Library is closed due to weather issues or other reasons, a refund or credit will be processed.

If an individual or group is more than thirty (30) minutes late for the start of their reservation, the reservation will be considered cancelled without notice and the room will be made available to others.

ROOM SETUP

The Library will assist with Community Room setup to accommodate reasonable meeting needs. Additional room setup is the responsibility of the event host.

ADDITIONAL TERMS OF USE

- Children under the age of twelve (12) may use the rooms with adequate supervision, as defined in advance by the Library Director. All room use is subject to the Library's Code of Conduct.
- Each group or individual must leave the rooms and kitchen clean, and tables, chairs, audio-visual and other Library equipment must be put back where they were found and in original working condition. The user is responsible for loss or damage resulting from their use and for additional custodial fees at the rate of \$35/hour if the rooms are not left in good order. Prompt payment for any loss or damage is expected. Users are not permitted to store any materials before or after their event. The Library is not responsible for any equipment, supplies, materials or other items belonging to any group or individual.
- All publicity must include a prominent statement that the program is not sponsored or endorsed by the Weston Public Library. The publicity materials must identify the sponsor and provide a contact phone number that is not the phone number of the Library.
- Only Library-sponsored programs are listed on the Weston Public Library events calendar. The Weston Public Library does not cross-promote non-library programs.
- The Library or any Town agency may require comprehensive general liability insurance policy in an amount not less than \$1 million naming the Town of Weston as an additional insured for certain types of events. The certificate of insurance must be provided at least one (1) month in advance of the event.
- If the Library or any Town agency determines that the event requires security either due to the size of the event or nature of the event, the group requesting the reservation is required to provide at their own expense the required security and/or security bond. Information on the provision of required security must be provided at least one (1) month in advance of the event.
- Using and/or serving alcohol is not permitted in the Library or on its grounds except for Library, Town of Weston, and Friends of the Weston Public Library events and functions.
- The Library Board, Library Staff, and Town of Weston do not assume any liability for groups or individuals attending any meeting or program in the Library.
- The Library reserves the right to amend, add to, modify or delete any of the provisions of this policy at any time, with or without prior notice.

USE OF THE COMMUNITY ROOM FOR ART EXHIBITS

- For reasons of safety, art exhibits may not include sculpture or standing art.
- No labels may be affixed to the walls. Labels may be attached to the hanging rods or to the frames of the displayed art.
- Signage for the show may only be placed on the easel provided at the entrance to the Community Room and on the Community Bulletin Board. The Weston Public Library does not cross-promote non-library programs.
- A price list and the artist's contact information may be left in the Community Room. The purpose of the art exhibit, however, is to inform, enlighten and entertain the public. All sales must be concluded privately outside of the library facility.
- All individuals displaying art in the Library must complete the Town of Weston Incoming Loan Agreement Form for Artwork.

Approved April 3, 2012; Amended June 5, 2012; Amended February 2, 2017; Amended April 1, 2019; Amended October 1, 2019; Amended March 8, 2023 (logo removal only); Amended April 2, 2025.



APPLICATION FOR USE OF COMMUNITY OR CONFERENCE ROOM

Name of Organization (if applicable): _____

☐ Nonprofit

☐ For-profit (fees apply)

☐ Admission fee/fundraising? (fees apply)

Contact Name and Phone Number: _____

Contact Email Address: _____

Contact Mailing Address: _____

Date Requested: _____ Time Requested: _____

Purpose of Use (be specific): _____

Room Requested **AND** Approximate Number of People:

☐ Community Room (maximum 100 people) _____

☐ Piano access

☐ Audio-Visual equipment

☐ Kitchen access

☐ Meeting Owl

☐ Conference Room A (maximum 11 people) _____

☐ Conference Room B (maximum 4 people) _____

☐ Conference Room C (maximum 4 people) _____

Room Use Procedures:

1. Application must be signed by an adult aged 18 or older and submitted with any applicable fees before any reservation will be finalized. See *Weston Public Library Policy on Use of the Community and Conference Rooms* for fee schedule.
2. Contact and signatory for organization on this application is responsible for requesting a key to the Library and receiving instruction on the opening/closing of the Community Room for all after hour events. Keys may be picked up no earlier than 24 hours in advance of a program and must be placed in the Library book drop at the close of the event. For events that take place on Sunday, a key may be picked up on the Friday prior to the event.
3. Each group or individual must leave the rooms and kitchen clean. The tables, chairs and other Library equipment must be put back to where they were found. The user is responsible for loss or damage resulting from their use and for additional custodial fees if the rooms are not left in good order. Custodial fees are charged at a minimum rate of \$35/hour and prompt payment for custodial fees or loss/damage is expected.
4. Use of equipment other than tables and chairs is not permitted without prior arrangement. Separate agreements and policies may apply to audio-visual equipment.

On behalf of my organization, I acknowledge receipt of the *Weston Public Library Policy on Use of the Community and Conference Rooms* and agree to abide by the policies set forth therein. I assume all responsibility for compliance with these policies by my organization.

Future use of Library Rooms may be refused should groups, organizations, or individuals fail to adhere to the policies.

Signature: _____

Date: _____

Ver. 4/2/2025

LIBRARY APPROVAL

Date: _____

By: _____