

# Weston Public Library

## Policy on Use of Community and Conference Rooms

### Policy Statement

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 (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>), 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 ([http://www.westonpubliclibrary.org/main/wp-content/uploads/20230308\\_Code\\_of\\_Conduct.pdf](http://www.westonpubliclibrary.org/main/wp-content/uploads/20230308_Code_of_Conduct.pdf)). 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.

### Room Specifics

The rooms are provided to the community free of charge.

*Community Room:* The community room can accommodate a maximum of 100 people 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. Refreshments may be served in the Community Room, which has direct access to a small kitchen. No refreshments that permanently stain (e.g. grape juice, red wine) may be served in the Library.

*Conference Room A:* Conference Room A can accommodate a maximum of 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.

*Conference Room B:* Conference Room B can accommodate a maximum of 4 people and is available for use when the Library is open or at a time agreed upon by prior arrangement.

*Conference Room C:* Conference Room C can accommodate a maximum of 4 people and is available for use when the Library is open.

*Makerspace:* The Makerspace is used primarily for Library programs and educational workshops. If not in use for this purpose, it may be reserved when the Library is open. The Makerspace can accommodate 6 people. The large format monitor may be used upon prior request.

### Application Process

Weston residents wishing to make room reservations are encouraged to use the online system available through the Library's website at [www.westonpubliclibrary.org](http://www.westonpubliclibrary.org). Application forms for use of the Community and Conference Rooms are also available at the front desk of the Library. All room bookings must be received at least 1 business day (Monday-Friday) in advance of the requested time. Rooms may be reserved up to 6 months in advance. The Library Director is authorized to determine the appropriate use of the rooms. A party whose application is denied may appeal the decision of the Library Director to the Library's Board of Trustees.

Applications must be signed and submitted by a Weston resident. This person will be responsible for obtaining and returning the key, if necessary. Each applicant will designate an individual 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. See Application for additional procedures.

## **Additional Terms of Use**

1. The Room Use Application must be signed and submitted by a resident of the Town of Weston, aged 18 or older, affiliated with the organization requesting use of the facilities.
2. Room use will be determined on a first-come, first-served basis. Priority in scheduling will be given to Library sponsored events and programs, including those sponsored by the Library Board and the Friends of the Library, and to meetings, events or programs sponsored by the Weston town government, its agencies and organizations. If necessary, the Library Director may limit the frequency of room use by one applicant in fairness to other applicants.
3. Whenever possible, an applicant shall not cancel an event on less than one week's prior notice to the Library Director in order to accommodate other potential users of the room.
4. All programs must be free of charge and open to the public, subject to #5, below.
5. The rooms are not available to non-Library groups or individuals for the sale of services or products, conducting classes for profit, private social functions, or fundraising. No admission or attendance charge or required donation may be assessed by any non-library group using the rooms except Town of Weston Municipal Departments as per below. The Library or the Friends of the Weston Public Library ("the Friends") may charge a fee for multi-session classes with limited enrollment or programs requiring specific materials. The Friends and presenters at Library-sponsored programs may sell merchandise related to the program. The Library may permit Town of Weston Municipal Departments requesting use of the room for Town sponsored programs to charge a fee or sell merchandise related to the program to defray the cost of the program. Fundraising in the Library is permitted only for the benefit of the Library.
6. Children and young adults (age 18 and under) may use the rooms with adequate adult supervision, as defined in advance by the Library Director. All room use is subject to the Library's Code of Conduct.
7. 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.
8. 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. The Weston Public Library does not cross-promote non-library programs.
9. 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 may be required for certain types of events. The certificate of insurance must be filed with the Library at least one month in advance of the event. In addition, 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 month in advance of the event.
10. 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.

## **Use of the Community Room for Art Exhibits**

1. For reasons of safety, art exhibits may not include sculpture or standing art.
2. No labels may be affixed to the walls. Labels may be attached to the hanging rods or to the frames of the displayed art.
3. 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.
4. 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.
5. All individuals displaying art in the Library must complete the Town of Weston Incoming Loan Agreement Form for Artwork.