

## **Library Meeting Room Use Policy**

The E.C. Scranton Memorial Library (Library) has several meeting rooms available for public use. Library functions have first priority and the Library reserves the right to preempt non-library use. When the meeting rooms are not needed for Library activities, nonprofit and community organizations serving the Madison community may use the meeting rooms for educational, civic, and/or cultural programs in keeping with our mission to “improve the quality of life for all Madison residents by providing access to information, fostering lifelong educational and cultural learning, and cultivating relationships among our residents through the exchange of ideas.”

The Library reserves the right to impose limitations on the length and frequency of use of the meeting rooms by any one individual or organization, to allow others to have the opportunity to make use of these spaces. The Library reserves the right to charge for individual/private use of the meeting rooms.

The Library assumes no responsibility for loss, theft, or damage of any property of any individual or organization using the Library’s meeting rooms or facilities, and in addition, assumes no responsibility for the personal injury of any individual using the Library’s meeting rooms.

Requests for use of a meeting room must be made by completing an application. Applicants must be at least eighteen years of age. The organization using the meeting room must assign one person responsible for the proper use of the meeting room in accordance with the Library’s guidelines. The Library reserves the right to cancel any/all programs scheduled to take place on its property for any reason.

*Approved by the Library Board of Trustees 12/9/2019*

### **Guidelines**

- All publicity for non-library sponsored events is the responsibility of the individual or organization using the meeting room and will contain the disclaimer “This event is neither sponsored nor endorsed by the Scranton Library.”
- Admission may not be charged. No raffles, gambling, or bingo is allowed. No direct sale of goods or services is permitted. Special exceptions may be discussed with the Library Director.
- No fundraising activities will be allowed, except for those benefitting the Library. Items may not be taped or tacked to walls, doors, pillars, etc. The use of candles, flammable liquids, and/or any open flame is prohibited.
- No alcoholic beverages are allowed, except by special arrangement with the Library Director.

- If food is to be served, the individual or organization is responsible for providing all food products, utensils, dishes, napkins, etc. and for all clean-up and removal of all items. Further, it is the individual's or organization's responsibility to observe all relevant health codes.
- Use of Library A/V equipment must be requested at the time of application. A laptop and several cables are available to be used in conjunction with our screens and projectors, however, it is suggested that you bring your own if possible. Technical assistance is not guaranteed to be available at the time of your meeting. It is recommended that you schedule A/V training with a staff member prior to the date of your meeting.
- Individuals and/or organizations must leave meeting rooms in the condition in which they were found, including furniture arrangements. Organizations are liable for any/all damages to Library Property.
- Meetings must conclude 30 minutes before the Library closes and meeting rooms must be completely vacated and cleaned appropriately 15 minutes prior to closing; unless after hours use has been approved in advance.
- Meetings that interfere with regular Library use will not be permitted. This includes, but is not limited to, excessive noise and/or attendees blocking access to library resources or hallways.
- Staff may access meeting rooms at all times if necessary.
- Adherence to the Library Code of Conduct is mandatory at all times., The organization using the meeting room is responsible for ensuring that all attendees adhere to Library guidelines. This includes ensuring appropriate supervision for all children in attendance, as outlined in the Code of Conduct.
- Future applications may be rejected and permission may be withdrawn for future events due to violation of Library rules or conduct inconsistent with meeting room policies and guidelines.
- The Organization will be responsible for ADA requests made by meeting participants.
- All federal, state, and local ordinances, as well as the regulations and Codes of the Police, Fire, and Fire Marshall Departments relating to public assemblies, must be strictly obeyed.
- The Library, at its discretion, may require proof of liability insurance for special events. Additionally, the Library, at its discretion may require purchase of a special event insurance policy through the Town of Madison Tenants' and Users' Liability Insurance Policy (TULIP).