

## East Hampton Public Library Meeting Room Policy

The East Hampton Public Library maintains meeting rooms primarily for library-related activities. When not in use by the Library, meeting rooms may be reserved by non-profit, community or civic groups at no charge. Commercial entities may use rooms for a fee. Rooms are not available for personal or social use (birthday parties, baby showers, etc.) All events must be free and open to the public.

The library maintains two rooms for use. Maximum seating capacity of the Community Room is 80; the Local History Room has a capacity of 10. Attendance must be limited to the posted capacity of the room.

For a fee, the Community Room may be reserved outside of regular library hours as long as there is an available building custodian to open and close the building. The Local History Meeting Room may only be reserved during normal library hours.

### Room Reservation

Room reservations will be accepted in the order of priority shown below. The library reserves the right to reschedule meetings based on these priorities.

- 1) Meetings sponsored or co-sponsored by the library.
- 2) Meetings held by a Town Department or Official.
- 3) Meetings held by East Hampton non-profit groups.
- 4) Meetings held by non-profit groups outside of East Hampton.
- 5) Meeting held by for-profit organizations.

The library reserves the right to deny requests for use of the room, or cancel a reservation which has been made. Notice of cancellation of a reservation to use a meeting room, for any reason, will be given as far in advance as possible.

Room reservations may be made up to 6 months in advance.

To request use of a meeting room, room users, excepting academic study groups and student/tutor sessions are required to complete an ***Application for Use of the East Hampton Community Room or Local History Room*** and submit the same to the library. Meetings are not scheduled until approval from the Library Director or his/her designee.

Maximum seating capacity of the Community Room is 80; in-library meeting rooms have a capacity of 6-10. Attendance must be limited to the posted capacity of the room.

The Local History Meeting Room may only be reserved during normal library hours.

For a fee, the Community Room may be reserved outside of regular library hours as long as there is an available building custodian to open and close the building.

## **Fees**

Rooms are available at no charge if the reserving organization is either a government, non-profit, community or civic organization.

A room may be reserved by a commercial entity or for-profit organization for a fee to be set by the Library Director. Fees may be paid by cash or check made out to the 'Town of East Hampton' due upon room use.

If a meeting in the Community Room is to occur fully or partially outside of library hours, a opening and/or closing fee to be set by the Library Director will apply. This fee is payable in cash directly to the building custodian at the time of opening or closing. If no building custodian exists or the building custodian is unable to open or close the building, meetings will not be scheduled outside of normal library hours. Meetings held in in-library meeting rooms must take place and begin/end during the library's public service hours.

The organization will be held financially responsible for any damage to library equipment or premise.

A cleaning fee of \$50 will be assessed if meeting room or kitchen facilities are not left in an orderly and clean condition.

## **Rules and Regulations**

Sales of products or services, soliciting donations other than in conjunction with a program or event sponsored or hosted by the library, and/or fundraisers sponsored by non-profit organizations will be considered on a case-by-case basis, and will be approved at the sole discretion of the library.

Alcoholic beverages may not be served or consumed anywhere on library property. Smoking or vaping is also not allowed.

The reserving organization is responsible for setting up and putting away furniture within the time reserved. The room should be left as found.

Kitchen facilities for serving light refreshments are available by previous arrangement.

Organizations must request prior permission to use the piano in the Community Room. If permission is given for the piano's use, tuning is to be done at the organization's expense by the library tuner.

Organizations must request prior permission to use the projector, sound system or lectern in the Community Room. Reserving organizations are responsible for supplying their own laptop.

Decorations, posters etc. may not be affixed to any part of the building (inside or out) without the express permission of the Library Director or his or her designee.

Cancellations should be made at least 24 hours in advance or as soon as possible by calling the library at 860.267.6621. Multiple cancellations or failures to appear for room reservations may result in the loss of meeting room privileges.

The organization using a Meeting Room is responsible for supervising the meeting and ensuring that meeting attendees adhere to the library's Code of Conduct. Meetings that will interfere with normal library use will not be permitted. Failure to comply with library policies and Code of Conduct will result in a cancellation of the event and/or a denial of future requests for use of the room.

All groups using any meeting room shall agree to hold the Library and Town of East Hampton and all library staff harmless from, and not hold them liable for, all costs, damages, losses, claims and expense incurred directly or indirectly as a result of the group's use of a meeting room.

The signed ***Application for Use of the East Hampton Community Room or Library Meeting Room*** constitutes a release by the group and each and all its members of any claim against the library, the Town of East Hampton and the library staff for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room.

The library reserves the right to prohibit the use of meeting rooms by any organization that does not comply with this policy.

The Library Director reserves the right to make exceptions to this policy as deemed appropriate and to establish the procedures and fees necessary to implement it.

*(Approved by the Library Advisory Board 9/10/18. Approved by the Town Council 9/25/18)*

## East Hampton Public Library Local History Room Policy

The East Hampton Public Library Local History Room serves as both a meeting room as well as a repository for irreplaceable historical artifacts. As such, patrons wishing to use the room must abide by the rules and procedures contained in this policy. Any violation of library policies may result in suspension or loss of library privileges.

### **Access**

The Local History Room is available for use as a meeting room or for local history and genealogy research during normal library hours.

Under certain conditions, the room may be reserved in advance. Please see: **Meeting Room Policy**.

If the room has not been reserved, use of its space is available on a first-come first-served basis.

As the Local History Room is a public space, users should not assume privacy when using the room. Patrons may not restrict other's use of the room.

The library reserves the right to inspect a patron's personal property when leaving the room.

### **Use and Care of the Collection**

Certain parts of the local history collection are kept in locked cabinets. Patrons may request access to these cabinets at the Circulation Desk. Patrons will be required to sign out a key and leave a driver's license at the desk while using materials. No bags may be brought into the local history room while the key is signed out.

Patrons are expected to handle all items with care. Any damage to library materials should be reported immediately to staff. Some items may not be available for patrons to handle.

Staff may limit the number of materials that patrons may use at one time.

Patrons may make photocopies or take digital photographs of most materials for their own personal use only. The patron assumes all copyright responsibility.

Patrons will leave items on the table to be reshelfed by library staff members when finished using them.

*(Approved by the Library Advisory Board 9/10/18. Approved by the Town Council 9/25/18)*

**APPLICATION FOR USE OF THE EAST HAMPTON PUBLIC LIBRARY  
COMMUNITY ROOM OR LOCAL HISTORY ROOM**

*Please print out this form, fill it in and return it to the East Hampton Public Library*

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

Type of Organization (check one):    ☐ Government    ☐ Non-Profit/Civic/Community    ☐ For-Profit

**Person Responsible for Event:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Alternate Person Responsible for Event:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Event Information:**

Requested Room: ☐ Community Room (max 80 people)    ☐ Local History Room (max 10 people)

Date(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Description and Purpose of Event: \_\_\_\_\_

Requested Facilities:    ☐ Tables    ☐ Chairs    ☐ Piano    ☐ Screen    ☐ Projector    ☐ Sound System    ☐ Lectern    ☐ Kitchen

**Fees:**

☐ \$5 - Event starts before Library hours    ☐ \$5 – Event ends after Library hours    ☐ \$50 – For – Profit Institution  
*Opening/closing fees are payable in cash to the Library Custodian at the time of the event. For-Profit fees are payable to the library by cash or check before the event.*

**Agreement:**

I have read, understood and agree to abide by the East Hampton Public Library's Meeting Room Use Policy.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Staff Use:**

Accepted By: \_\_\_\_\_ Date Entered on Calendar: \_\_\_\_\_ Payment Received: \_\_\_\_\_

