

MEETING ROOM POLICY

The Beardsley & Memorial Library meeting rooms are available to Winsted, Barkhamsted, and Colebrook charitable and not-for-profit organizations whose missions are to specifically benefit these communities. The rooms are not available for political or religious purposes or private functions. The scheduling of meetings is subject to the approval of the Library Services Director or Business Manager.

Organizations that do not meet the requirements (letter from the Attorney General 501 (c) 3 or a tax exempt number) can use the meeting rooms, subject to availability, for \$50.00 per half day and \$100 for a full day. The Library must not be used as the official address or headquarters of any organization or business. No external publicity citing the Library as a meeting place is allowed.

A meeting room is also available without charge for gratis tutoring. The Library supports the economic development efforts of the area and therefore makes available the use of a meeting room to Winsted, Barkhamsted, and Colebrook businesses.

Availability and Application for Use

- Meeting rooms are available during regular library hours.
- Maximum capacity of the Community Room is **45** persons.
- Maximum capacity for the Smart Space Room is **25** persons.
- Availability of the Rooms shall be on a first come, first serve basis.
- The Board of Trustees authorizes the Library Services Director or Business Manager to determine the appropriateness of the activity.
- An appeal may be made to the Board of Trustees. In no case shall any organization be permitted access to a meeting room and equipment without prior approval.

Guidelines Governing Use of the Meeting Rooms

Priority in Scheduling use of the Rooms shall be as follows:

1. Library sponsored, or co-sponsored programs.
2. Friends of the Beardsley & Memorial Library.
3. Towns of Winchester, Barkhamsted, and Colebrook.
4. Groups whose headquarters are in, or who provide services to the residents of, these communities.
5. Out-of-region groups.

General Rules

- The fact that a group or individual is permitted to use the Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs.
- Groups using a Meeting Room will be responsible for costs arising from any damage or loss to the Library during use.
- Groups booking a Meeting Room must adhere to posted fire codes regarding the number of persons allowed in the room.
- All Activities conducted in a Meeting Room must be free of charge. For profit fundraising activities are not permitted.
- The Library must not be used as the official address or headquarters of any group or organization.
- No smoking, vapor usage or alcoholic beverages will be permitted.
- The Beardsley & Memorial Library or its employees, Trustees, and volunteers are not liable for any claims arising out of the use of the facility.

Approved By Board of Trustees
October 2017

Meeting Room Application

Please print:

Today's Date: _____

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|----------------------------------|
| Date Requested: _____ |
| Time: _____ No. Of People: _____ |

Applicant Information:

Organization/Group Name: _____

Address: _____

Phone No: _____

Name & Phone No. of Applicant: _____

Chairs and tables are available for use in the Meeting Room

Agreement - I have received a copy of the Beardsley & Memorial Library's policy governing the use of the Meeting Room and understand that once signed, this signifies my organization agrees to abide by the conditions specified therein.

Signature of Authorized Representative

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| <i>Office Only:</i> Received by: _____ Date: _____ |
| Date Given to Director: _____ Approved _____ Not App _____ |
| Date Notified: _____ Signature: _____ |