

## **Hotchkiss Library of Sharon Meeting Room Policy**

The Hotchkiss Library of Sharon (Library) welcomes the use of its meeting rooms by non-profit and community organizations, including those engaged in educational, cultural, intellectual, charitable, civic and humanitarian activities. No commercial or profit-making activities are to be conducted in the meeting rooms. No fee is charged for using the meeting rooms, but donations to the Library are gratefully accepted.

The Library has two meeting rooms (Meeting Rooms) available:

**Hayes Family Community Room** on the lower level is accessible via our wheelchair lift and is a multi-purpose room. It contains four tables and 16 chairs. More chairs are available upon request. There is an accessible restroom on the same level, as well as a kitchenette. Light, non-alcoholic refreshments may be served, with prior Library approval. The room has teleconferencing equipment that can be used for a Zoom meeting and/or a PowerPoint presentation. Maximum Occupancy is 21 with tables and chairs; 46 with chairs in rows and no tables.

**The William F. Buckley Family Conference Room** is located on the second floor of the Library, at the top of the main staircase. This level is not accessible to those who cannot walk up the stairs. This room has two conference room tables, which can be combined into a single table, twelve conference chairs, and a banquette that seats five. More chairs are available upon request. No refreshments are allowed, except drinks in covered containers. The room has teleconferencing equipment that can be used for a Zoom or other video conference meeting and/or a PowerPoint presentation. Maximum Occupancy is 17.

### **How to Reserve a Meeting Room and Terms of Use of Meeting Rooms**

A group requesting a Meeting Room (User) must submit room reservation requests on the Library website (<https://hotchkisslibraryofsharon.org/room-reservations>) and follow these steps:

1. Read Meeting Room Policies
2. Click "Book a Space" button
3. Enter Requested Date and Time
4. Submit the required book form (Form) and accept all terms and conditions.
5. A reservation is not final until the Application is approved and confirmed by Library staff.

The Form must be completed by a person who is at least eighteen years of age who has authority to book on behalf of the User and who will take responsibility for the proper use of the Meeting Room in accordance with the Library's guidelines. The Form requires the User to take responsibility for all costs arising from any loss or damage to materials or equipment or other assets brought in by the User or its members and guests and to take responsibility for any loss, damage or excessive janitorial needs resulting from the User's use of the Meeting Room and to assume responsibility for any damages to Library property caused by the User or its members or guests. The Form requires the User to indemnify and hold harmless the Hotchkiss Library of Sharon and its employees and directors from any and all claims, actions and causes of action of any kind which may

arise out of the use by the User of a Meeting Room and for any actions taken in the Meeting Room by the User and its members and guests.

The Library, at its discretion, may require proof of liability insurance for special events or large meetings and may require the Library to be named as an additional insured on the User's policy.

A User showing films or using other media, must represent that the User has all performance rights relating to its use of such media. The User must also agree to adhere to the Computer Usage and Internet Safety Policy, which can be found at <https://hotchkisslibraryofsharon.org/library-policies/>.

The Library reserves the right to seek references for any User or for the signatory to the Application before accepting the booking. A reservation is not final until the Application is approved and confirmed by Library staff.

### **Room Availability, Hours and Cancellations**

Availability of a Meeting Room generally shall be on a first-come, first-served basis. The following priorities shall prevail in case of conflict:

- A group affiliated with or sponsored by the library
- A Sharon-based non-profit organization
- Other groups

Library reserves the right to pre-empt the use of a Meeting Room for Library purposes upon two weeks' notice to the User prior to a meeting.

To allow for the most access for the most organizations, the number of meetings by any User shall be limited to one per month.

Application for reservation may be made up to four (4) months prior to and no later than 48 hours before the requested date(s) of use.

Either Meeting Room may be used during regular operating hours:

- Monday: 10 am to 5 pm
- Tuesday: 12 noon to 7 pm
- Wednesday 12 noon to 5pm
- Thursday 12 noon to 5pm
- Friday: 10 am to 5pm
- Saturday: 10 am to 4 pm
- Sunday: 12 noon to 3 pm

The Hayes Family Community Room is also available weekday evenings until 9pm. If a User has requested use of this room for hours outside of the Library's regular operating hours, a representative of the User must complete training with the Library staff on the Library's access control system and use of the vertical platform lift before using the room. The User will be responsible for all ADA requests made by meeting participants.

If the Library is closed because of a holiday or inclement weather, the Meeting Rooms will also be closed (including the evening hours for the Hayes Family Community Room). In the event of

inclement weather, it is the responsibility of the User to contact the Library for information on whether the Library will be closing. The Library will not initiate contact with the User about a closing.

Notice of cancellation of a room reservation by the User must be given to the Library staff +6 24 hours in advance of a scheduled meeting. It is the responsibility of the User to notify the public of a change in a date, time or cancellation of a scheduled meeting. Failure to notify the Library of cancellation may result in denial of future requests.

### **Rules for Meeting Room Use**

1. All federal, state, and local ordinances must be strictly obeyed, and all activity must comply with local fire code. It is the User's responsibility to observe all relevant health codes.
2. No dues or donations may be collected by Users at the Library. Admission to a meeting may not be charged. No raffles, gambling, or bingo is allowed at the Library. No direct sale of goods or services is permitted by Users while on Hotchkiss Library of Sharon property.
3. The Meeting Rooms may not be used for private parties or for political or other fund-raising, other than fund-raising which benefits the Library.
4. Meetings must be free and open to the general public and Library staff must have free access to the room at all times. The User may not require sign-in of attendees nor should any follow-up contact be made at the User's initiation. Voluntary sign-in and voluntary follow-up is allowed.
5. The User and all meeting participants must adhere to the Patron Code of Conduct, including appropriate supervision for all children in attendance. The Patron Code of Conduct can be found at <https://hotchkisslibraryofsharon.org/library-policies/>.
6. Meetings must not interfere with regular Library use.
7. No alcoholic beverages are allowed by the User in the Library. Light refreshments may be served only in the Hayes Community Room. If refreshments will be served, the User must receive approval and is responsible for providing all utensils, dishes, napkins, etc., and for all clean-up and removal of all items. Any paper or goods in the kitchenette are the property of the Library and may not be used by the User or its guests. Beverages in securely-closed containers brought by meeting participants are allowed in both Meeting Rooms.
8. Lighting candles, smoking or use of flammable liquids is not permitted.
9. Works of art in a Meeting Room may not be disturbed. No materials may be affixed to wall surfaces.
10. The User must leave a Meeting Room clean and in the condition in which it was found, including furniture arrangement.
11. Use of Library A/V equipment must be requested at the time of reservation and the Hotchkiss Library of Sharon Internet Usage Policy (<https://hotchkisslibraryofsharon.org/library-policies/>) must be adhered to at all times. Technical assistance is not guaranteed to be available at the time of meeting. It is recommended that the User schedule A/V training with a staff member prior to the date of the meeting.
12. All advertising and press releases relating to a meeting at the Library are the responsibility of User and must make clear that the User should be contacted directly for information and must provide contact information for the User. All advertising, press releases and other publicity

mentioning the Library must include the following disclaimer: “This event is neither sponsored nor endorsed by the Hotchkiss Library of Sharon.”

13. All meetings must end 30 minutes prior to the Library closing and the room must be completely vacated and cleaned appropriately, 15 minutes prior to closing. (This does not apply to evening use of the Hayes Family Community Room.)
14. The User takes responsibility for all costs arising from any loss or damage to materials or equipment or other assets brought in by the User or its members and guests and takes responsibility for any loss, damage or excessive janitorial needs resulting from the User's use of the Meeting Room and assumes responsibility for any damages to Library property caused by the User or its members or guests. The User indemnifies and holds harmless the Hotchkiss Library of Sharon and its employees and directors from any and all claims, actions and causes of action of any kind which may arise out of the use by the User of a Meeting Room and for any actions taken in the Meeting Room by the User and its members and guests.
15. I acknowledge that I am at least eighteen years of age and have the authority to book on behalf of the User and will take responsibility for the proper use of the Meeting Room in accordance with the Library's guidelines.

Anyone violating these rules may be asked to leave and /or denied future use of the meeting room facilities.

*Approved by the Hotchkiss Library of Sharon Board of Directors on November 18, 2023.*