

Somers Public Library

Meeting Room Use Policy



June 6, 2022

Introduction

The Somers Public Library is fortunate to have two meeting areas available for public use. These rooms are primarily for library-sponsored programs that enrich and extend library services to the community.

We are pleased to make these meeting spaces available to the public for civic, cultural, educational and community non-profit groups and individuals. Organizations providing services or information to the open public at no charge may use the meeting rooms subject to availability and approval by the Library Director. Use of these spaces may not interfere with the normal operation of the library.

After Library and Town needs, the Library gives preference to Somers-based organizations and to organizations serving the residents of Somers.

The Board of Library Trustees reserves the right to review and accept or reject any or all applications for meeting room use.

The Somers Public Library is a municipal building of the Town of Somers. As such, ordinances, rules and regulations of the town apply in conjunction with the library policy set forth here.

Meeting Rooms Available for Use

- Blake Community Room – Seats approximately 90 people in audience arrangement. Maximum capacity is 93 people.
- Conference Room – Seats 14 people at a conference table. Maximum capacity is 20 people.

Scheduling and Reservations

The meeting rooms are available during regular library hours, however, the Blake Room may be used when the library is closed by special arrangement with the Library Director.

Requests to reserve the meeting rooms are on a first-come, first-served basis. Each request is reviewed to determine meeting room availability, equipment needs and compliance with library policy.

All requests must be made through the Library Director or a staff person designated by the Director.

In order to allow flexibility in the arrangement of library programs, meeting rooms may only be reserved no more than once per month, up to three months in advance of the meeting date(s) and with no more than three reservations being held at one time by any one group. Exceptions to this scheduling arrangement may be allowed with prior approval of the Library Director.

Dates may be requested tentatively by telephone, but to hold the room, an application must be submitted and approved by the Library Director within five days of the request.

All groups make reservations with the understanding that if a serious need arises for those spaces, the library and/or town have precedence.

Equipment Use

Groups may use certain library equipment with advance permission. Please ask the Library Director about available equipment for use at the library. Library staff will see that the equipment is in working order, however, it is up to the group to have someone responsible for the use of the equipment. The library is not responsible for issues that may cause the equipment to malfunction during events.

Group Responsibilities

- Designating a responsible person who will make the reservation and be present while the group is utilizing the space. This person is the applicant on the Meeting Room Application.
- Submitting a written application to the Library Director in advance of the initial requested meeting date
- Completing a new application if the group's designee or contact information changes
- Notifying the library of any cancellations or changes in the group's schedule at least 24 hours prior to the scheduled meeting time
- Setting up chairs, tables and equipment as needed
- Reporting to a library staff member any apparent room or equipment damage prior to using the room in order to avoid being held responsible for the damage
- Reporting to a library staff member any damage that occurs during the use of the room
- Returning chairs, tables and equipment to their original position as found prior to moving
- Placing all trash in appropriate containers, wiping down tables and kitchen area if used, and removing any food or other items. A cleaning fee may be incurred if this is not done to satisfaction.
- Exiting the room at the end of the designated, pre-approved meeting time. This time should be no later than ten minutes prior to the library closing unless permission was granted previously to stay later than closing by the Library Director.
- Having adult supervision for any minors
- Adhering to all library policies while using the meeting rooms

Restrictions

- No admission may be charged, contributions solicited, tickets sold, or profit-making functions held, except for fundraising events sponsored by the Friends of the Somers Public Library or the Somers Public Library Board of Trustees.
- Groups may not store items in the Meeting Rooms or elsewhere in the library for future use
- Food and drink are not allowed in the Conference Room
- Smoking, vaping and alcoholic beverages are not allowed in the library
- No candles or other combustibles are allowed in the library
- Sports or any activities involving sports equipment are not allowed in the library. This includes any activity that may cause damage to the floors.
- Groups may not affix items to any walls, woodwork, doors or any other surfaces.
- Library meeting rooms may not be used for political campaigns, religious purposes, or private parties
- These rooms may not be reserved by individuals for private study, tutoring, interviews or meeting sessions.

Guidelines

- Meetings will be cancelled when the library is closed due to inclement weather or other emergency conditions. The Library Director will attempt to contact the group designee to alert him or her to any closings. It is the responsibility of the group to notify any of their expected attendees. The library is not responsible for any cost incurred resulting from such closing.
- The library is not responsible for damage to, or loss of, equipment, supplies, displays or other items left behind or unattended either before, during or after an event
- The library is not responsible for taking phone calls and passing on messages for the groups or individuals using the meeting rooms
- The group may be held financially responsible for any damage they incur to the room, furnishings or any library equipment
- Meetings and events being held in the library by outside groups does not constitute an endorsement by the Library, its Trustees or the Library Staff of the group's policies, beliefs, practices or programs
- The Board of Library Trustees reserves the right to revoke the privilege of a group for any future use of the library meeting rooms when it has been determined that there has been a misrepresentation by the group of its stated purpose for a given meeting, or for non-compliance with any library policies.
- Users of the library meeting rooms must hold harmless the Library and the Town of Somers for any liability arising out of the use of the facilities.

All requests will be accepted or rejected by the Library Director guided by this Policy established by the Board of Library Trustees.

The Meeting Room Policy can be subject to review and amendment by the Board of Library Trustees at any time.

Adopted, Board of Trustees, 10/5/2009

Amended: 4/2/2012; 6/6/2022