**SEYMOUR COMMUNITY LIBRARY**

**SUBJECT: Meeting Rooms SECTION: Patron Policies**

**BOARD APPROVED: 5/2021**

**POLICY**

The community room of the Seymour Community Library is provided for use by small groups. The director of the library or designee will authorize use of the room and will maintain the schedule. If a question is raised as to the objectives and activities of any organization or group requesting use of the community room, the Seymour Community Library Board has the authority to grant or refuse permission.

The fact a group or organization is permitted to meet at the public library does not constitute an endorsement of the group’s policies or beliefs.

The following regulations apply to the use of the community room and any departure therefrom may be made only by written authorization of the Director.

1. AVAILABILITY: Meeting rooms capacity 34 seated at tables.
2. Library programs have priority when scheduling use of the community room.
3. Organizations of a civic, cultural or educational character will have scheduling precedence. However, the community room may also be used for small social gatherings i.e. birthday parties, baby showers, family gatherings, etc.
4. Children’s or teenage groups may use the community room provided they are supervised by an adult. The supervisor must be at least 21 years of age and will be responsible for any damage.
5. With the exception of library programs such as author visits or the Friends of the Library groups, library meeting rooms are not available for commercial purposes. Such commercial use includes but is not limited to programs or presentations designed to promote the purchase of products or services, or which require a fee to attend.
6. The library reserves the right to refuse future reservations.
7. SCHEDULING
8. A completed application is required prior to the beginning of the first meeting. If an organization has recurring meetings, one application in a 12-month period will suffice.
9. Recurring meetings may be scheduled for up to a 12-month period. An application will be completed at the beginning of each 12-month period.
10. The community room may be scheduled for use beyond regular hours. It will be the responsibility of applicant or designee to pick up a community room key from library staff prior to closing time. If use is requested for a weekend day or holiday, the key will need to be picked up the last working day prior to such an occurrence.
11. It is the responsibility of the applicant or designee to ensure the door is locked and the key is placed in the outside book drop prior to leaving the parking lot.
12. The library reserves the right to refuse or request rescheduling of recurring reservations should they interfere with library programs.
13. If possible, the library will be notified of cancellations at least 8 hours in advance.
14. SERVING REFRESHMENTS & HOUSEKEEPING
15. Organizations may serve light refreshments such as coffee, cookies, cake etc. with a refundable deposit of $25.00. No cooking is permitted.
16. No tobacco use of any kind, e-cigarettes, alcoholic beverages, or illegal substances are allowed.
17. Organizations are required to leave the community room CLEAN AND ORDERLY or will forfeit their deposit as a cleaning fee.
18. RESPONSIBILITY FOR EQUIPMENT AND FACILITY
19. Signs, displays, or exhibits may only be attached to the walls if they are completely removable and do not leave any residue or damage of any kind.
20. Organizations will accept responsibility for the repair or replacement of damaged or missing equipment.
21. The library is not responsible for lost or stolen items.
22. GENERAL REGULATIONS
23. Neither the name or address of the Seymour Community Library may be used as the official address or headquarters of any organization, except for organizations directly related to the library.
24. The director or designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the community room to any group that violates policies or regulations.
25. No additional furniture or equipment other than that furnished by the library is to be used without library approval.