



Meeting Room Policy (revised 03/2022)

The Henry Carter Hull Library maintains meeting rooms for use by groups engaged in educational, cultural, intellectual, civic or charitable activities regardless of the beliefs or affiliations of individuals or groups. Availability of the meeting room(s) shall be on a first-come-first-served basis. The Library has priority to all rooms for Library events followed by nonprofit organizations.

Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising not directly connected to the library, nor for purely social purposes, political purposes such as lobbying or campaigning, nor religious purposes. In accordance with the American Library Association's Library Bill of Rights Article VI, *Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

A non-refundable fee of \$50 will be charged to businesses and \$25 for condominium associations for each meeting date requested.

Payment may be made by check or credit card, to be paid before the meeting date.

No fees are charged for the room usage of non-profit/civic groups; however, donations to the library are accepted. The library has the right to confirm non-profit status at any time.

- Meeting rooms may be booked up to two months before the actual meeting date. For consecutive use (ex. tutoring), 6 weeks is the limit of bookings.
- In fairness to the numerous groups in the community, the library will not accept reservations for a series of meetings which designate the library as a regular meeting place for any organizations other than library-related groups.
- The Library reserves the right to seek references of any group before booking the room.
- Permission to use the meeting room(s) does not in any way constitute an endorsement of the group's policies or beliefs by the Library.
- Meeting room set-up and take down (*i.e.*, tables, and chairs), clean up, and the removal of any trash is the responsibility of the meeting group. These times must be included in the room times requested.
- If being used, arrange for help with library audio/visual equipment from Library staff members. Any costs arising from damage or loss during use of the meeting room will be the responsibility of the group.
- No group larger than the approved occupancy will be permitted in any room.
- Refreshments may be served in the meeting room(s), at the discretion of the Director or the

Reference Staff.

- Applicants are responsible for the proper supervision of anyone using the room. Children must be supervised at all times.
- The Library is not responsible for articles left on the premises before or after a meeting.
- Materials may not be affixed to the wall surfaces or tackboards in the meeting room(s).
- In fairness to the numerous groups in the community, the library will not accept reservations for a series of meetings which designate the library as a regular meeting place for any organizations other than library-related groups.
- Any promotional materials/information circulated by outside organizations should be for the purposes of library directions and must clearly indicate the views of the library are not being represented by the group, and identify the sponsor of the program and their contact information.
- Notice to cancel must be given to the Library Director, Reference Staff or duly appointed staff, 24 hours in advance.
- Any problems when using a meeting room must be reported to the Director or Reference Staff as soon as possible.
- Meetings held during regular library hours must not disturb the normal operations of the library. Anyone violating these rules may be asked to leave and may be denied future use of the facilities.
- The Library Board of Directors or their employees or agents or the Town of Clinton are not liable for any claim arising from the use of facilities.