

POLICY AND PROCEDURES FOR USE OF THE
KILLINGLY PUBLIC LIBRARY COMMUNITY ROOM

I. STATEMENT OF PURPOSE:

The Killingly Town Council views the use of the Community room as an extension of library services. The room should be available to community organizations engaged in educational, cultural, civic, intellectual, and charitable activities. The Town Council subscribes to Article VI of the Library Bill of Rights which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

II. AVAILABILITY AND APPLICATION FOR USE:

1. There is one room available for public use by groups. All activities must be in compliance with fire codes. The maximum capacity of the Community Room is 60 persons seated, and/or 128 persons standing. There are 6 tables (30" x 60"), 60 chairs, and a podium with microphone.

2. The Community room is generally available for use during library hours. The room is not available on Sundays and Holidays. The room must be vacated by 11:00 p.m. Availability will be determined based on the following priorities, on a first-come, first-served basis within priorities of equal rank.

- a. Library use.
- b. A library affiliated group.
- c. Town of Killingly.
- d. Killingly based non-profit groups.
- e. Killingly based business groups.
- f. Out-of-town groups.

ALL REQUESTS SHOULD BE MADE AT LEAST TWO (2) WEEKS IN ADVANCE.

3. Organizations other than Library or Town related may not use the Community Room on a regular or prolonged basis.

- a. Use will not exceed six (6) times in one calendar year.
- b. Or not more than four (4) times in one month if the use will be one-time in nature.

Written application for the use of the Community Room for each date must be filed at the Circulation Desk. It must be approved by the Library Director or an authorized designee before the room is used. The applicant will be notified of the room's availability within 5 working days of application.

The Library Director or an authorized designee will determine the appropriate use of the room. In case of denial of use, appeal may be made to the Killingly Town Manager, whose decision will be final.

III. RESPONSIBILITY OF GROUPS USING THE COMMUNITY ROOM:

1. Groups using the room will be responsible for the following:

- a. Setting up chairs, tables, etc.
- b. Restoring the room to the same condition in which it was found.
- c. Proper supervision.
- d. Costs arising from any damage or loss during use.
- e. Arrangement for the provision of an interpreter for the hearing impaired, and use of assistive listening devices, in compliance with the Americans with Disabilities Act.

2. Smoking and the use of alcoholic beverages is not allowed anywhere in the library facility.

3. Kitchen facilities may be used to serve beverages and light refreshments, but no equipment, materials or supplies shall be provided by the library. Groups using the Community Room shall remove all food, beverages, equipment, materials, and

supplies from the library premises immediately after the activity.

4. Storage of materials in the Community Room or the Community Room kitchen before and/or after the reserved time is generally prohibited.

5. No material may be affixed to wall surfaces without prior permission.

6. The library reserves the right to require references of any group before booking the room.

7. Under no circumstances shall the sponsor of a meeting open to the public charge the public a fee or require sign-in of attendees, nor should any follow-up contact be made at the sponsor's initiation.

8. No fees are charged for use of the Community Room during library hours. Any group using the Community Room before business hours, except by library or Town affiliated groups, will be charged \$25.00/hour or any portion thereof, payable upon approval of the application.

9. Groups and businesses may use the room only for internal business meetings.

10. Applicant expressly acknowledges the use of the Killingly Public Library Community Room is granted upon the express condition that the Town of Killingly, the Killingly Library, their respective agents, servants, and employees, shall have no liability whatsoever arising from the applicant's use of said facility. The applicant shall hold harmless and indemnify the Town of Killingly, their respective agents, servants, and employees, from any and all claims arising from the applicant's use of the subject premises, expressly including both property damage to the library facility and personal injury to the applicant, its members, invitees, or third parties.

11. The library reserves the right to monitor any meetings.

12. Juvenile groups may use the room when adequate adult supervision is provided.

13. No program shall interfere with the delivery of library service.

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

IV. OPENING AND CLOSING PROCEDURES;

1. The library must be notified of any cancellations as soon as possible prior to the meeting. If the library is forced to close as a result of storms or other extraordinary circumstances, scheduled groups will be notified, but it is the responsibility of the organization to notify those who would be attending the meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

2. If the meeting starts before the library opens, a representative of the organization must arrange in advance with the Library Director to secure keys for the outside door, kitchen and rest rooms, with the \$25.00 fee.

3. The organization is responsible for ensuring that the lights are turned off, and outside doors are locked at the end of the meeting, and that the building security system is turned on.

4. The lights in the community room are sodium-vapor and take a few minutes to warm up (turn-on). Flicking the switch on and off will delay the process.

a. If slides or a film will be shown the lights must be off for at least 15 minutes before they can be turned back on.

V. THE TOWN RESERVES THE RIGHT TO MODIFY THIS POLICY AND PROCEDURE STATEMENT AT ANY TIME.

VI. IN UNUSUAL CIRCUMSTANCES, THE TOWN MANAGER MAY GRANT EXCEPTIONS TO THESE GUIDELINES.

Effective 2/1/01

**KILLINGLY PUBLIC LIBRARY
COMMUNITY ROOM APPLICATION**

Date(s) room needed: _____ Date of application: _____

Please complete this application and return it to the Circulation Desk, Killingly Public Library, 25 Westcott Rd., Danielson, CT 06239 Phone: 860-779-5383. Fax: 860-779-1823.

Community Room is available free of charge during hours that the library is staffed. These hours are Mon., 10-5:30, Tues., Wed., Thurs., 10-8, Fri. 12-5:30, and Sat. 10-5:30. Summer Sat. hours: 9 – 1.
For use initiated before and after these hours, a fee of \$25.00 will be charged.

Please use lower parking lot nearest to Main St.; number of cars is limited.

NAME OF ORGANIZATION: _____

PURPOSE OF ORGANIZATION: _____

OFFICER OR CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE (home): _____ (work): _____ (fax) _____

PROGRAM OR SUBJECT OF MEETING (describe briefly) _____

ANTICIPATED ATTENDANCE: _____

HOURS ROOM WILL BE NEEDED: from _____ to _____

TIME MEETING OR PROGRAM WILL BEGIN: _____

WILL THE MEETING BE OPEN TO THE GENERAL PUBLIC? _____ YES _____ NO

If yes, who could be contacted for information? (Name and number given to the public.)

CONTACT PERSON: _____ PHONE _____

WILL YOU REQUIRE THE USE OF THE KITCHEN? _____ YES _____ NO

WILL REFRESHMENTS BE SERVED? _____ YES _____ NO

When signed by authorized officer, this application signifies agreement to abide the regulations on the attached policy statement.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

APPROVED FOR THE KILLINGLY PUBLIC LIBRARY:

DATE _____ BY: _____

NOTE: Our Community Room has been designated as a polling place. Scheduled meetings in conflict with polling needs will be cancelled with as much notice as possible.

THERE IS NO AUDIO-VISUAL EQUIPMENT AVAILABLE AT THIS TIME.