

## Policy for the use of the

### E. Irene Boardman Community Room

As an additional public service to the residents of Prospect, the Prospect Public Library makes available the E. Irene Boardman Community Room for cultural, educational, civic, service, and governmental meetings by Prospect non-profit clubs, organizations and boards. Non-profit organizations which have Prospect residents as members may also use the room.

Groups are invited to use the Library's meeting facilities, subject to the following conditions:

- 1.) Maximum seating capacity of the Community Room is fifty (50) persons.
- 2.) The Community Room will be available to non-profit groups only. Neither admission fees nor other attendance contributions may be charged by any outside group using the facilities, nor will any form of solicitations, sales, or fundraising be permitted, except with the prior written permission of the Director. (Groups may, however, make normal collections of dues from their own members.) Voluntary contributions to help defray Library expenses (heat, electricity, etc.) will be accepted.

Though the Library encourages programs or gatherings of interest to collectors or hobbyists, parties or events that sell consumer goods, such as baskets, housewares, cosmetics, etc. are not permitted. Meetings planned by a company or individual as an informational seminar are permitted.

- 3.) The Community Room is not available for private parties or social gatherings. Also, special interest groups whose beliefs, activities, or presence could, in the opinion of the Library Board and Director, run contrary to the public interest or pose potential problems for the Library, may be denied use of the Community Room.

- 4.) All applications for the Community Room use are subject to the approval of the Director. Written application for use of the facilities, using the form attached, should be made with the Director as far in advance as possible. Should more than one organization request the same date, scheduling of the facilities will be handled in the order in which the applications were received.

Library and Friends of the Library functions will have first priority for use of the Community Room. This priority shall apply in establishing future reservations and in canceling previously established reservations. Use of the community room shall be governed by the following descending order of priority:

- Prospect Public Library
- Friends of the Prospect Public Library, Inc.
- Town of Prospect: Boards, Commissions, Committees, Agencies, and Departments
- Prospect non-profit community organizations

NOTE: The Director reserves the right to approve or reject any application for use of the Community Room.

5.) Groups wishing to meet at the Library regularly (monthly, quarterly, etc.) may file an application once every six (6) months. Semi-annual applications should be submitted between May 1 and July 1, and Nov.1 and Jan. 1 and automatically expire on Dec. 31 and June 30.

6.) Whenever meetings take place outside of regular business hours, the key to the Community Room must be signed out beforehand at the Circulation Desk by a representative of the applying group. This key is to be returned in the envelope provided to the Library promptly the next day, or else placed in the book drop that is attached to the building at the conclusion of the meeting.

**\*If the Key is lost or not returned, a fee of \$200 will be charged to your group to cover the cost of replacing the lock and generating new keys.**

7.) One representative from each organization using the Community Room will be required to complete and sign a "Community Room Closing Procedures Checklist" following every meeting of his or her organization. The completion of this checklist is required of all groups, including those which meet during Library hours. Groups found to be in violation of this checklist will be subject to a fifty dollar (\$50.00) fine per incident or cancellation of future meeting room privileges. One group representative should return the checklist to the Circulation Desk (when Library is closed, deposit same in book drop attached to the building) upon leaving the premises.

8.) The Library will supply without charge to groups using the Community Room the following equipment, if requested: folding chairs, folding tables, screen, and kitchen facilities. Any other special items needed, such as dishes, coffee pots, etc., are the sole responsibility of the applying group. NOTE: It is the responsibility of each group using the Community Room to take out, set up, take down, and put away the tables, chairs, and other equipment required for its own meeting.

9.) All groups will be expected to exercise care in the use of the Library's facilities and equipment, and shall be responsible for any financial liability and damage or loss resulting from their use of the Community Room.

10.) The Library is not responsible for equipment, materials, supplies, etc., owned by a group or individual and used in the Community Room or stored there before or after a meeting. Groups meeting at the Library are requested to remove from the premises any items brought in for such meetings by noon the following day. Groups planning to use the Library meeting facilities on a regular and/or long term basis may not store items.

11.) The Library reserves the right to subdivide the Community Room, if circumstances permit, to allow for shared use.

12.) Per order of the Fire Marshal, smoking/vaping is prohibited inside the Library. This includes the Community Room, kitchen, hallways and restrooms, and outside of the front and side doors.

13.) Alcoholic beverages are only allowed on Library premises at events hosted by the Library, Library Board of Directors or Friends of the Prospect Public Library, Inc.

14.) Whenever the Library is closed, meeting attendees are to enter and exit their meeting through the side entrance Community Room doors only.

15.) Notice to cancel must be given 24 hours in advance.

The Library has a No Call/No Show policy. Groups that repeatedly make room reservations and fail to show up without giving the library sufficient notice may have meeting room privileges revoked.

Reserving the library meeting room and failing to show up for any reason without notifying the library on three (3) separate occasions in any calendar year will result in loss of meeting room privileges. Reinstatement of meeting room privileges, and the terms governing such reinstatement, shall be at the discretion of the Library Director and/or Library Board of Directors.

16.) If the Library is closed, doors to the main library areas are to be kept closed and alarms are to be activated.

17.) In the event of an emergency such as snow closure or unsafe building conditions, the building will be closed and events/meetings cancelled.

The Library and the Town of Prospect accept no responsibility as a result of unexpected closings.

**The Library reserves the right to suspend or cancel meeting room privileges for any group failing to comply with the above conditions. It should be clearly understood that granting permission for a group to use the Community Room and related facilities does not in any way constitute an endorsement by the Library of that group's beliefs or policies.**

Approved by Library Board of Directors – February 8, 2024

Sue McKernan – Chairperson  
Prospect Library Board