Gallery and Meeting Room Use Policy

The Kent Memorial Library provides free meeting rooms to the community as a public service.

Use of these meeting rooms or gallery does not constitute an endorsement by the Library of a program or point of view expressed by the presenters. No advertisements or announcements implying such an endorsement is permitted.

The facilities will be made available "on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting the use." (see American Library Association's Library Bill of Rights, Article VI Library Bill of Rights | Advocacy, Legislation & Issues (ala.org)). In exercising judgment in determining priority in requests for library room use, the Director will be guided by the policies stated herein.

The Library has two permanent meeting rooms, the gallery and the auditorium. Other areas may be designated as meeting room spaces from time to time.

General Guidelines:

1. The Library meeting room and gallery are used primarily for Library-sponsored activities and, therefore, the Library retains the right to give priority to Library sponsored meetings, events, and programs in scheduling their use. In case of a conflict in booking, the following order of priority will prevail:
    - Kent Memorial Library
    - Friends of the Kent Memorial Library
    - Town of Suffield
    - Suffield community groups and organizations
    - Regional groups and organizations

    This priority order shall apply in establishing future reservations and in canceling previously established reservations. The Library may change or cancel reservations for meeting rooms at any time at its discretion. The Library cannot guarantee meeting room space availability to groups who meet on a regular basis.

2. The meeting room and gallery at the Kent Memorial Library are designed for groups and organizations that engage in educational, cultural, intellectual or charitable activities. Only **non-commercial, non-profit groups** may use the meeting rooms. However, upon approval, Suffield businesses may use the meeting rooms for internal business meetings.

3. All meetings are **free** to attendees. An exception will be made for Town of Suffield departments, the Suffield Arts Center, and the Library Foundation that may charge an admission to cover

programming costs. For library programs, there may be a charge to cover the cost of supplies and other incidentals.

4. Meetings may be booked up to **three months in advance**. Bookings of more than three months in advance require the permission of the Library Director. Meetings may be booked with less than 24 hours' notice with the approval of the Library Director.

5. All exhibits in the gallery are scheduled through a Library representative and usually run for one month.

6. Attendance may be limited through the use of a sign-up sheet, though maximum occupancy is determined by the Fire Marshall.

7. Water is available for use in preparing coffee or tea.

8. Meetings will be scheduled during regular Library hours. All meetings must conclude (with clean-up completed) ten minutes before Library closing.

9. Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages library property including the room, carpet, equipment, or furniture; or causing a disturbance.

10. The Library specifically excludes the following types of uses of its meeting room and gallery:
    - Programs involving the sale, advertising or promotion of non-library-related products or services;
    - Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose;
    - Private social functions, at the discretion of the Director or person-in-charge;
    - Programs not in keeping with the Library's mission, philosophy, and guidelines, or which would interfere with the Library's operation by causing excessive noise, a safety hazard, security risk, etc.
11. Use of the Library meeting rooms by any group signifies acceptance of the terms of this policy.

Any exceptions are subject to the approval of the Director.

Reservations:

1. Requests for use of a meeting room may be made in person, by telephone, or by electronic mail. Requests will be considered on a first-come, first-serve basis.

2. When making a reservation, the following information should be provided:
    - Name of the organization
    - Name, address, and phone number of the person responsible for the reservation
    - Total number of persons expected to attend
    - Beginning and ending times, including setup and clean-up
    - A brief description of the program
    - A list of any outside equipment being used.

3. Notice of cancellation should be made as soon as possible. Abuse of the reservation procedures may result in the loss of meeting room privileges.

Care and Use of the Facilities:

1. Please leave rooms as they are found. If the furniture is rearranged, it should be returned to its original arrangement at the end of the meeting.

2. Equipment, supplies, or personal effects cannot be stored or left in the Library meeting room or gallery before or after use.

3. Please clean the kitchen facilities thoroughly if used; trash must be bagged.

4. Excessive sound or noise cannot be permitted in the meeting room or gallery.

5. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur during the use of the facilities.