

## **Community Meeting Room Regulations Ledyard Public Library**

The Ledyard Public Library has two meeting rooms available for public use. Library functions preempt all other reservation requests. The community meeting rooms are available for local community or civic nonprofit organizations, local groups, businesses, and Ledyard residents. Granting permission to use library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

### 1. Availability and application for use

- a. Each building has one meeting room available. Maximum capacity for Bill Library is 55 people, and maximum capacity for Gales Ferry Library is 35 people. The meeting room at Bill Library can be used when the building is closed. The meeting room at Gales Ferry Library can only be used when the library is open.
- b. Reservations will only be approved up to ninety days in advance.
- c. Requests to use the room must be made in advance by an adult (21 years old or older) who will assume responsibility for loss or damage to the facility or equipment. A written agreement of responsibility must be completed and signed before access to the room is permitted.
- d. There is no fee for use of the room or for equipment provided in the room. Admission fees and collections are prohibited.
- e. No fundraising activities will be allowed, except for those benefiting the library.
- f. The individual/group/organization shall indemnify, defend, and hold harmless the Town of Ledyard and all of their respective officers, employees, agents, servants, and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury, any other injury, and loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the group, even if caused by the negligence of the Town of Ledyard or any of their respective officers, employees, agents, servants, and volunteers. A group may be asked to submit a certificate of liability insurance.
- g. Youth groups may use the room if they are accompanied by an adult group representative (21 years or older) who assumes full responsibility for supervision of the group for the entire time they are in the Library.
- h. Local businesses may use the facilities for internal business or staff training.

### 2. General rules for use

- a. Groups may use the community meeting rooms up to two times for each location in any given month or for a series of up to six weekly sessions twice in a given year at Bill Library and four times in a given year at Gales Ferry Library.

- b. Meetings in the Gales Ferry room must be scheduled to begin and end during normal library hours. Meetings must conclude 30 minutes before the Library closes and the meeting room must be completely vacated approximately 15 minutes prior to closing.
  - c. Groups or members of the group meeting at Bill Library shall not enter the main library during hours when that portion of the building is not open to the general public.
  - d. The group may request the use of available library equipment and should do so in advance of their meeting.
  - e. Light refreshments are permitted.
  - f. Alcoholic beverages are not permitted.
  - g. Smoking is not permitted.
  - h. Applicant is responsible for leaving premises clean and in good order, including removing trash.
  - i. Use of the room may not adversely affect regular library operations.
  - j. Groups may not store materials overnight in the meeting room space.
3. Responsibilities of the group
- a. Obtain keys ahead of time if using the Bill meeting room when the Library is closed.
  - b. Set up and disassemble chairs, tables, and equipment.
  - c. Provide special accommodations for their attendees if needed.
  - d. Carry personal equipment in and out of the room.
  - e. Fill out the attendance sheet provided by the Library before leaving.
  - f. Return keys if borrowed.
  - g. Notify the Library in advance if the room is no longer needed.
4. Miscellaneous
- a. A Library representative may be present at any meeting or program.
  - b. The Library reserves the right to cancel a reservation scheduled to take place on its property for any reason.
  - c. The Library reserves the right to refuse additional bookings to any group that fails to comply with these regulations.

Adopted by the Library Commission 10/16/95  
Revised 10/19/2015  
Revised 10/16/2023

## Meeting Room Reservation and Agreement of Responsibility

I, \_\_\_\_\_, an authorized representative from \_\_\_\_\_ (name of group/organization), request use of the Ledyard Public Library Community Meeting Room. I understand I am responsible for setting up chairs and tables and returning the room the way I found it.

**Requested Room:** Bill \_\_\_\_\_ Gales Ferry \_\_\_\_\_

**Equipment Needed:** Projection \_\_\_\_\_ Laptop \_\_\_\_\_ Other \_\_\_\_\_

**Key Needed (only available for Bill Library):** Yes \_\_\_\_\_ No \_\_\_\_\_

**Month(s), Day(s), Start and End Time(s) Requested:**

I have read and agree to the regulations governing the use of the room. I understand that the above named organization/group is legally and financially responsible for loss or damage to the facility or its equipment intentionally or negligently caused by individuals attending the group-sponsored activity as noted in the regulations. Dates must be approved by the Library prior to use. I understand approval is not secured until both parties have signed this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

To be filled out by library:

Library permission by: \_\_\_\_\_ Date \_\_\_\_\_

Copy of policy submitted to authorized representative \_\_\_\_\_

Copy of signed agreement form administered to both parties \_\_\_\_\_

Original on file at library \_\_\_\_\_ Scanned copy given to authorized representative \_\_\_\_\_