



Farmington Libraries Meeting Room Rules and Procedures

I. Rooms available for Public Use

- A. The Libraries have meeting rooms available for public use. Rooms must be reserved in advance. Farmington-based non-profit and civic organizations must provide a Farmington Libraries card number to qualify for the lower of the two fee scales.
- B. Meeting room space is for specific organizational events rather than for recurring meetings. The meeting room shall not be used for political campaign activities or rallies, partisan events, religious assemblies, or fundraisers, except those which may benefit the library. The meeting rooms shall not be used for private social events such as parties, showers, anniversaries, weddings or receptions.
- C. Meeting rooms may not be used to serve as a platform to generate income for any group or individual. The meeting rooms shall not be used for sales meetings, commercial activities, solicitation or identification of prospective customers. No exchange of money (such as an admission fee, registration fee, donation or solicitation) is allowed in connection with, prior to, during, or as a result of any events held in library facilities. Exceptions to this rule may be made for library-sponsored programs such as author talks or musical acts, where the sale of books or CDs may be allowed as a convenience to program attendees. See Section V. Additional Guidelines for further clarification.

Main Library at Six Monteith Drive

<i>Meeting Rooms</i>	<i>Capacity</i>
• Jay Johnston Community Room.....	140
• Board Room 1, 2	25
• Studio Computer Lab.....	10
• J. Program Room.....	25

<i>Study Rooms</i>	<i>Capacity</i>
• Study Room 1, 2, 3.....	4
• Study Room 4.....	7

Barney Library at 71 Main Street

<i>Meeting Rooms</i>	<i>Capacity</i>
• Hoppin Gallery.....	100

D. Barney Library Lawn Procedures

1. If a library program is scheduled outside of operational hours at the Barney Library (per discussion with Executive Director and Director of Information Services) the following procedures are in place.
2. In the event of an after-hours program on the Barney Library Lawn (i.e. Garmany Music Series) the Barney Library will remain closed to the public. There will be no bathroom access and seating is not provided. The items needed for the concert (extension cords, library tent, table) should be delivered and ready prior to the event so the Barney Branch can close on time. The library staff member supervising this program is responsible for the setup of these items and clean up.

E. Kitchen facilities (*Main Library Only*)

- The Jay Johnston Community Room kitchen – sink, stove/oven, microwave and coffee pots are also available.

II. Application for Use

- A. Library facilities other than the rooms outlined in Section I above may not be used for events by outside groups.
- B. The Libraries reserve the right to host Library-sponsored events in the Libraries' facilities at times determined by the Executive Director in consultation with the Library Board of Trustees.
- C. Meeting rooms are available for use during Libraries' hours. Special requests for before- or after-hours use of the Jay Johnston Community Room or Hoppin Gallery will be reviewed on a case by case basis, ***and must be approved by the Executive Director.***
- D. Library-sponsored events receive priority in scheduling. Availability of the meeting rooms at all other times is on a first-come, first-served basis. ***All bookings are subject to the approval of the Executive Director.***
- E. The Libraries will accept meeting room reservations up to six months in advance of an event. Exceptions may be made by the Executive Director or the director of the department booking the reservation.
- F. All groups and organizations who charge participants a fee, regardless of non-profit status, are subject to the rates and fees applied to for-profit organizations.
- G. Reservations will not be accepted for a series of meetings that designate the Libraries as a regular meeting place for more than six meetings each calendar year unless an exception is granted by the Executive Director.
- H. Staff members assigned to schedule meeting rooms and the Executive Director are authorized to determine the appropriate use of the room. Contact flref@farmingtonlibraries.org for further information.
- I. The Libraries reserve the right to revoke any booking, for any reason, at any time. Bookings canceled by the Libraries will receive a full refund of payments made to the Libraries.
- J. Meeting rooms are not available for rental for private parties (ie. Birthday parties, weddings, showers, holiday parties, etc...).

K. All groups and individuals wishing to book a room for a music recital are subject to the fee requirements for that room.

III. Fees

A. Appropriate fees for the use of the room and its equipment are applied to all bookings.

B. *Cancellation by groups/individuals:* All cancellations for room reservations must be made in writing and received no later than fifteen (15) calendar days prior to the event date. If an event is canceled less than fifteen (15) days prior to the scheduled event date, a 25% cancellation fee will be assessed.

C. Farmington-based non-profit and civic organizations are exempt from the fee payment. The individual making the room reservation on behalf of the non-profit or civic organization must present a valid Farmington Libraries card to qualify for this exemption.

D. All condominium associations are subject to the fee requirement, regardless of non-profit status.

E. Donations to the Farmington Libraries, a tax-exempt 501(c)(3) organization, are welcomed. Information is available at the time the room is booked.

F. Users of the meeting rooms before or after library hours, as approved by the Executive Director, will be charged a minimum of \$200, contingent upon the time, day, and location of the room request.

IV. User Responsibilities

A. Groups using the meeting rooms are responsible for any loss or damage to the facility or its equipment. Any group or user violating these rules may be asked to leave and/or denied future use of meeting room space.

B. Groups, individuals or organizations using a Library space must designate a representative to be responsible for assuring proper use of the Library and its equipment. The representative's responsibilities include but are not limited to the following:

- Setting up and take down of all chairs and tables.
- Proper supervision of the room and its audio-visual equipment.
- Assuring that no alcoholic beverages are served without prior written permission from the Executive Director.
- Assuring that the room is restored to the same condition in which it was found.
- Assuring payment of any costs arising from any damage or loss during use.
- Assuring that all in attendance comply with the Libraries' Behavior Policy.
- Assuring that no materials are affixed to the Libraries' walls with tacks, tape or other material that can damage the surface.
- No fire sources, including lit candles, may be used.
- Assuring that no trash or other materials are left behind or stored before or after a meeting.

V. Additional Guidelines Governing the Use of Library Meeting Rooms

- A.** The Libraries reserve the right to seek references of any group before booking the room.
- B.** No Library room may be used for the purpose (direct or incidental) of identifying prospective customers, targets or leads for future solicitation. *(Exceptions may be granted by the Executive Director).*
- C.** No Library room may be used to host a sales meeting or other commercial activity or an event at which the host intends to charge for admission. *(Exceptions may be granted by the Executive Director).*
- D.** Any group approved by the Executive Director to host a meeting otherwise prohibited under paragraphs B and C of this section shall be charged a percentage of revenues realized from the meeting or event, in addition to normally applicable reservation fees.
- E.** Non-profit or civic organizations using a Library room may invite attendees to sign an attendance sheet, provide contact information or otherwise indicate an interest in joining the organization.
- F.** Meeting rooms may not be used for activities that are likely to disturb regular Library functions. The Libraries expect organizations to be considerate of Library users and activities. The Libraries reserve the right to deny space to meetings that are likely to become disruptive to normal Library operations.
- G.** Groups expecting a large attendance should encourage attendees to park in the High School parking lot on the side of the Main Library parking lot at times when school is not in session.
- H.** For events outside of the regular hours of the Libraries and for events where wine is served, a Certificate of Insurance in the amount of \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage is required. This may be obtained from the user's insurance agency and must be provided before approval of the reservation request. The Farmington Libraries, FVGLA, Library Board of Trustees, Executive Director and staff must be named as primary or additional "Insured" on the Insurance Certificate for the time the space is requested. If alcoholic beverages are served and not sold, host liquor liability coverage shall be included under the Comprehensive general liability policy.
- I.** Alcoholic beverages may not be sold.
- J.** To the fullest extent permitted by law, you agree to indemnify, hold harmless and defend the Farmington Village Green and Library Association (FVGLA), the Library Board, their Executive Director, employees, volunteers and agents from any claims, damages, losses, costs, and expenses (including attorney's fees and other litigation costs), which arise in connection with your use of the Library facilities.

Fee Schedule		
Room or Service	Farmington non-profit or civic groups	Farmington for-profit OR non-Farmington groups
Jay Johnston Community Room / Hoppin Gallery	\$50	\$300
Board Rooms / J. Program Room	\$0	\$150
Kitchen Facilities (in addition to room rental)	\$0	\$75
AV Equipment (in addition to room rental)	\$25	\$50
Setup & Breakdown of tables and chairs	\$50	\$50
Studio Computer Lab	\$100	\$300
After Hours Room Use	Please contact Library	Please contact Library
Failure to Clean-up (including trash) Fee	\$50	\$50

Approved by Library Board May 17, 2023