

NORFOLK PUBLIC LIBRARY

NORFOLK PUBLIC LIBRARY MEETING ROOM USE

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The Norfolk Public Library encourages the use of its meeting rooms by non-profit and community groups to help meet the educational, recreational, and informational needs of our community. The Library's meeting rooms are available to the public provided that such meetings/programs do not conflict with regular library service and programs. Priority for reserving meeting spaces are:

1. Library programs and activities (including Friends of the Library)
2. Meetings of Town boards, committees, commissions
3. General non-profit and community groups
4. Businesses and for-profit enterprises (during off-peak hours only)

The Library reserves the right to cancel any reservation of the meeting room(s) if a higher priority event/program needs the space. All meetings must be open to the public. Events/meetings by invitation only are not permitted.

Based on the philosophy expressed in the Library Bill of Rights, the Library does not discriminate in permitting use of its meeting based on the content of the program. The Library endeavors to offer diverse programs reflecting the community we serve. The provision of meeting room space is not the primary mission of the library, and will always be subordinate to the need to provide a safe, peaceful, and respectful environment in which to read and study. No use of meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger the library building or collection. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit-making activities, or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions without the express consent of the Board of Library Trustees.

Groups which reserve and use the meeting are responsible for any damage or misuse of Library property, shall indemnify the Library against damage or injury, and must provide proper supervision at all times. Groups shall comply with the established *Rules for Library Meeting Room* (see following page) and may be restricted or denied future use of Library facilities upon failure to fully comply. Groups are limited to a maximum of 12 meeting room bookings per year. To help defray the cost of maintaining the meeting room spaces, groups that can afford to do so, are asked to consider making a donation to the Norfolk Public Library.

Businesses and for-profit enterprises may use the meeting rooms Monday - Friday between the hours of 8:00 am and 5:00 pm according to the following fee schedule:

1st hour: \$25, each additional hour or part there of \$20

Half-day (8:00 – Noon or Noon -5:00) \$70.00

Full day (8:00 – 5:00) \$120.00

Fees must be paid in full one week prior to room use. All other room use regulations remain in force.

Community Room – suitable for groups of up to 125 persons
Lounge - suitable for small groups of up to 12 persons
Schoolhouse Room – suitable for small groups of 15 persons

The Library reserves the right to assign rooms based on availability and size of group, in order to accommodate the greatest number of users. The number of attendees is limited to the maximum capacity as determined by the Fire Chief.

NORFOLK PUBLIC LIBRARY **MEETING SPACE USER REGULATIONS**

The library meeting rooms are some of the busiest and most heavily used spaces in Norfolk. Because of the very limited resources the Library has to maintain them, all users must take notice of and comply with the regulations. Meeting rooms are available upon written application to the Associate Director, and are confirmed by return of a copy of the application.

1. Responsible Person: The person signing the application must be a resident of Norfolk, over 21 years of age, and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of any bills, and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

1A. Key: Should the meeting begin outside of normal library hours, the “responsible person” as designated above, may sign out a key up to 1 day in advance of the meeting. The key **MUST** be placed in the book drop at the conclusion of the meeting. A \$10.00 fee will be charged for failure to return the key in the book drop. In addition, the “responsible person” must ensure that the library doors are properly secured at the conclusion of the meeting. Failure to secure the doors will result in the group no longer being permitted to use the meeting room outside of regular library hours. Note: Meetings in the Schoolhouse Room must start within the library’s normal hours of operation. In the case where meetings extend beyond the library’s normal hours of operation, attendees must exit through the Main Street door.

2. Charges: No applicant or end user may charge an admission-type fee for any event or program, except by special approval by the Board of Trustees. A charge for the cost of meeting materials or meeting costs may be made.

3. Publicity: In approving an application the *Board of Library Trustees* and library staff do not imply any endorsement of the group’s beliefs, policies or program. No group may, in any of its publicity, state or suggest that the Norfolk Public Library, the *Board of Library Trustees*, the *Town of Norfolk*, or the library staff sponsors or endorses the meeting, the group, or any particular set of ideas. Communications about meetings should give the library address for information only, and should not direct or suggest calling the library about the meeting.

4. Refreshments: Light refreshments may be served in the Meeting Room and Lounge, *but not in the Schoolhouse Room*. Alcohol is not permitted in the library. Groups may request use of the kitchenette, that includes a sink and refrigerator in their application.

5. Clean-up: No custodial services are provided in connection with the use of the meeting rooms or kitchenette. The library staff provides no furniture moving or hospitality services. The person making application shall be responsible for cleaning of the rooms immediately after the use and the removal of all trash to designated storage. A list of cleaning and furniture storage requirements for each room are posted in that room and should be reviewed by the reserving party prior to use of the space. **Main meeting room: a \$20.00 fee will be charged for failure to return tables to the perimeter of the room and stack chairs.**

6. **No Lighted Candles or Flames:** These violate the state fire code! Please use electric or battery operated candles.

7. **Keep All Exits Clear:** All exits must have a clear 3-foot wide path and be completely unobstructed at all times.

8. **Be Sure All Children Are Released to Parents/Guardians:** When an activity involves children, be sure that children remain in the room until parents or other authorized persons arrive to pick them up. This is an important safety issue and the library assumes no responsibility for children attending such activities.

9. **Ending time:** The building MUST be vacated by 10:45 PM. The alarm system will be triggered & the police will automatically be notified if anyone remains in the building past 10:45.

10. **Lights:** Upon exiting the meeting room, lights must be turned off. For groups using the room after-hours, this includes turning off parking lot lights. The switch is located on the left side of the wall with the projection screen.

Failure to comply with these regulations will restrict the group's ability to use library meeting space in the future and may result in fees being levied.