

Policy #11 Community Room Policy

ABOUT

The Stave Family Community Room may be used free of charge by individuals or groups for educational, civic, and/or cultural meetings that support the Booth & Dimock Memorial Library's mission. Permission to use this meeting room does not imply any endorsement by the Library of any group or ideas expressed at a meeting.

BOOKING

Applications must be made directly through the Library by email or in person, up to thirty (30) days in advance. An individual or organization may use the Community Room no more than twice a month. Individuals or organizations wishing to use the Stave Family Community Room must fill out a Community Room Application each time they use the room. The Application must be approved and signed by the Library Director, and a copy will be given to the user. Applications must be submitted at least two business days in advance and cannot be made for same-day use.

AVAILABILITY

Community Room reservations are available on a first-come, first-served basis. The Library reserves the right to deny, cancel, or modify room reservations in the event they conflict with Library programs or service. The following priorities will apply in case of conflict:

- Booth & Dimock Memorial Library, including co-sponsored events and partners;
- Town of Coventry, including Coventry Public Schools;
- Coventry community organizations and non-profit organizations;
- Coventry residents;
- Businesses or private individuals.

RULES

1. The Library's Patron Behavior Policy applies to everyone using the Community Room. The user is responsible for proper supervision of all attendees at all times.
2. Occupancy must not exceed 87 people, this includes children and infants.
3. The Community Room may not be used for social gatherings such as weddings, showers, anniversaries, birthdays, etc.
4. Meetings must be open to the public and shall not charge admission.
5. The Library will not provide advertising for any meetings that are not Library sponsored. Advertising by the user may include only the Library's name and address, and may not include the Library's phone number or email. The disclaimer "This event is not sponsored by the Booth & Dimock Memorial Library" must appear on all publicity.
6. No selling, solicitation, or taking of orders may occur without the written permission from the Library Director.

7. Only people 18 years of age or older may book the Community Room.
8. Only the party or organization booking the room may use the room during that time period. Bookings may not be assigned to a third party.
9. The application form signee must be present for the full duration of the reserved time period.
10. It is the responsibility of the user to set up tables and chairs to suit the needs of the meeting. The room must be returned to the way it was found when the meeting is complete.
11. Refreshments may be served in the Community Room only. A microwave and mini-fridge are available for use. The Library does not provide serving dishes, utensils, napkins, etc. The area must be cleaned after use, all garbage properly disposed of, and all food removed from the Library. Failure to comply may result in a cleaning fee of \$50.
12. Alcoholic beverages are prohibited.
13. Open flame is prohibited.
14. Nothing may be affixed to wall surfaces.
15. If use of the Library's projector is required, the user must arrange for training by Library staff in advance of the meeting. For meetings after Library hours, users must provide their own computer.
16. If the Library is closed due to adverse weather or other emergencies, any scheduled meetings will be rescheduled. For after-hour events, meetings will be rescheduled if the public schools are closed or if there is a town parking ban.

AFTER-HOURS USE

The Community Room may be used when the Library is closed. The individual submitting the Community Room Application must meet with library staff prior to the meeting to review after-hour procedures. A code to a key box will be provided for all events taking place completely or partially outside of open hours. Please keep the key on your person for the duration of the event to avoid being locked out of the building. The key must be returned to the key box immediately at the conclusion of the event.

The Stave Family Community Room has two doors: Door A for normal entry and exit and Door B for emergency exit only. If Door B is opened, an alarm will sound and staff will receive notification. Use of Door B in a non-emergency event may result in loss of privilege of the Community Room.

ENFORCEMENT AND APPEALS

The Library Director has the sole discretion to determine that an activity fits within the guidelines of this policy and approve or deny any application.

Failure to comply with this policy may result in the denial of future use.

Any individual or group denied use of the Community Room may file a written appeal with the Library Board of Trustees for review.

The Booth and Dimock Memorial Library shall be released and held harmless against any personal injury or loss or damage to equipment, supplies, materials, or other items owned by any member, affiliated person, guest, or invitee of the user. Individuals or groups holding meetings assume full financial responsibility for any damage to the room and its contents.

Revised June 2025
Revised October 2023
Revised November 2018
Revised June 2015
Revised June 2008
Revised May 2004
Revised April 2002
Adopted November 1993



Community Room Procedures

An individual or group wishing to use the Stave Family Community Room may call, email, or visit the Library to reserve the room. Library staff will provide the user with a copy of the Community Room Policy, a Community Room Application, a Patron Behavior Policy, and our Mission Statement, and will submit the completed application to the Library Director.

The Library Director:

- a) determines if the meeting aligns with the Library's Mission and Community Room Policy;
- b) checks if the room is available on the requested date;
- c) enters the name of the group, contact person, and contact information in the calendar;
- d) returns a signed copy of the Community Room Application to the user.

The Library Director:

- a) reserves the right to schedule library events with a priority over any group;
- b) reserves the right to refuse to allow a group to continue to use the Community Room if their use in the past did not conform to the above policy.

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Reviewed November 2018

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**Booth & Dimock Memorial Library
Community Room Application and Release Form**

The Booth & Dimock Memorial Library's Stave Family Community Room is available to the public, free of charge, subject to the user incurring financial responsibility for damages to Library property as described below. Please review the Community Room Policy then complete and return this form via email at bdlibrary@coventry-ct.gov or deliver to the Library. Please call 860-742-7606 with any questions.

Name of Organization/Organizer _____

Name of Applicant _____

Postal Address _____

Email Address _____

Primary Phone _____ Alternate Phone _____

Date of Event _____

Event Start Time _____ Event End Time _____

Community Room reservations include time to set up and clean up.

Anticipated Attendance _____

Brief Description of event _____

Please initial each statement:

____ I understand and will follow the Community Room Policy (separate document).

____ I will not require, request, or accept any payment from participants of my event.

____ I understand that I am responsible for setting up chairs, tables, etc. and will leave the room in the same condition in which it was found.



_____ I will include the following disclaimer on any publicity for my event: “This program is not sponsored by the Booth & Dimock Memorial Library.”

_____ If my meeting requires use of the Library’s projector, I understand that I need to receive training prior to my event.

_____ If my meeting is after-hours, I understand that I cannot exit through Door B unless it is an emergency. Failure to comply may result in being denied use of the Community Room in the future.

_____ If my meeting is after-hours, I understand that I must return the key to the lock box immediately upon completion of my event.

_____ I assume financial responsibility for damage to any Library furniture or equipment.

Any individual or group that uses the Community Room pursuant to the Community Room Policy agrees to defend, indemnify, and hold harmless the Booth & Dimock Memorial Library, its employees, officers, and trustees from any and all claims, demands, losses, costs, settlements, fines, penalties, and other expenses (including legal fees) that may be incurred, directly or indirectly, as the result of the use of the Community Room by any such individual or group.

Signature of Authorized Representative

Date

Signature of Library Director

Date

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