

Norwalk Public Library System Meeting Room Policy
Effective May 17, 2010

1. **These policies cover meeting rooms and all other meeting space at the Main Library, 1 Belden Ave., and the South Norwalk Branch Library, 10 Washington St.**

The Library Board of Directors subscribes to Article IV of the Library Bill Of Rights, which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

Use of Library meeting rooms does not in any way constitute endorsement of the group's policies or beliefs by the Library or the City of Norwalk.

2. **All room reservations are on a first-come, first served basis. However, Library and Library-sponsored events, and requests from City of Norwalk officials, always have priority in case of conflict. Reservations for private parties, such as birthday parties, anniversary parties, bar/bat mitzvahs etc. are not accepted.**

3. **All requests are subject to review by designated library staff, the director, or the Library Board of Directors. These parties have the right to refuse use of library facilities. The Library reserves the right to seek references of any group or individual applying for use of meeting rooms. Room use may be denied at any time to organizations or individuals with a prior history of canceling, damage, not cleaning up, or other reasons at the discretion of the library staff, the Director, or the Library Board of Directors. Scheduled programs may be canceled at any time for any reason at the discretion of the library staff, the Director, or the Library Board of Directors.**

4. **Fees: Library, Library-sponsored, and City of Norwalk uses of meeting rooms are not subject to fees. Exceptions to fees are made only at the discretion of the library director or assistant director. The Library may choose to sponsor events it did not plan, organize or solicit.**

Norwalk non-profit groups will not normally be charged fees. All for-profit groups will be charged fees.

Fees for use will be charged in the following instances, but are not limited to the following:

- a) **All non-Norwalk, non-resident organizations and individuals, including non-profit and government agencies**
- b) **events charging admission, whether by non-profit or for-profit groups**
- c) **sales events, or events intended to solicit future customers, whether by non-profit or for-profit groups**

Fees are as follows, per single use: (*revised prices effective 10-06*)

Main Library Rooms:

- \$350 - full Auditorium with stage (capacity 175)
- \$300 - full Auditorium without stage (capacity 175)
- \$250 - $\frac{3}{4}$ Auditorium (capacity about 100-130)
- \$150 - Chess Room ($\frac{1}{4}$ Auditorium capacity about 30 max.)
- \$150 - Conference Room (capacity 12-20 max.)
- \$150 - Teen Room – Lower Level (Teen programs only) (capacity 30 max.)
- \$150 - Children's Activity Room (Children's programs only) (capacity 49)

South Norwalk Branch Library Room:

- \$250 – Community Room (capacity 120 max.)

Payment in full is due in advance to reserve the room for fee-based bookings. Deposits may be required for organizations or individuals with a prior history of canceling, damage, not cleaning up, or other reasons at the discretion of the library staff, the director, or the Library Board of Directors.

Local business and other for-profit groups may use meeting rooms for brief, private staff meetings at no charge. This would not include, for example, an all-day training session with an outside trainer, etc.

5. Gambling is prohibited. Smoking is prohibited anywhere in library buildings. Alcohol is not permitted except by express permission of library administration.

6. Use by clubs or other organizations that meet regularly (first Monday night of the month, for example) is allowed, with the understanding that flexibility is necessary and occasional change of meeting date, time and/or room may be requested by the Library in order to accommodate other groups or uses. For this reason, booking of regular meetings will only be taken for a maximum of THREE meetings in advance.

All day, all week or bookings of several weeks in a row will not allowed without express permission of library administration. Exceptions will be few and may be limited to city agencies.

7. The Library can provide audiovisual equipment (DVD/VCR/TV, video projector, screens, slide projector, overhead projector, laptop computer and LCD projector) at no additional cost. Use of this equipment is the responsibility of the individual who signed the agreement form. Library Building Services staff will set up tables, chairs and other library equipment.

8. Food and drink are allowed, by permission. **NO HEAT: NO ELECTRIC HOTPLATES OR BURNERS; NO OPEN FLAMES. NO STERNO.** Set-up and cleanup are the responsibility of those who requested the room. Cleanup includes bagging all garbage, cleaning off tabletops, picking up trash from the floor and washing out coffee pots.

Damage, carpet stains etc. are the responsibility of and will be charged to the event organizer. A cash deposit, equivalent to 50% of the room fees listed above may be required for those organizations providing food and must be paid within 7 days of room booking or the booking will be canceled. Alcoholic beverages are prohibited.

9. Normal operating hours of the Main Library are currently:
Monday , Wednesday, and Thursday 9:00 a.m. to 8:30 p.m.,
Tuesday, Friday and Saturday 9:00 a.m. to 5:30 p.m.,
Closed Sundays in summer, Open Sundays mid-October to mid-June 1:00 p.m. – 5:00 p.m.

For the South Norwalk Branch Library, normal operating hours are:
Monday, Wednesday, Thursday, Friday, and Saturday 9:00 a.m. to 5:30 p.m.,
Tuesday 12:00 p.m. to 8:30 p.m.
Closed Sundays in summer. Open Sundays mid-October to mid-June 1:00 p.m. – 5:00 p.m.

Meeting rooms are only available during normal operating hours of the Main Library and the South Norwalk Branch Library.

Meetings and programs MUST CONCLUDE AT LEAST 15 MINUTES PRIOR TO BUILDING CLOSING time so that people attending the meeting or event have to time to exit the building by closing time. LIBRARY BUILDINGS ARE CLOSED PROMPTLY AT 5:30 P.M., 8:30 P.M. OR 5:00 P.M. DEPENDING ON THE DAY OF THE WEEK.

10. Room use by children and teenagers is not allowed without supervision.

11. An event requiring police supervision, as decided by Library representatives, must be arranged and paid for by event organizer.

12. Events may not interfere with normal operation of the library.

13. Publicity for an event is the responsibility of the sponsoring organization. Publicity must clearly and accurately state time, place, title of event and sponsoring organization. The Library will normally post announcements in the building.

All events not specifically sponsored by the library must carry the following notice in type size no smaller than 10 pt (shown):

“The Norwalk Public Library is not responsible for the content of this program. Presentation of this program does not constitute endorsement by the Library or the City of Norwalk.”

14. Application for room use must be completed by requesting organization event organizer together with library representative and signed by both parties. Signature on the form or on-line submission of the booking form constitutes agreement to these policies.

15. The event organizer must supply a valid library card number in the appropriate box on the application form. The event organizer agrees to speak to those attending the event and offer them information and Norwalk residents opportunity to apply for a library

card. The event organizer agrees to turn in attendance numbers immediately following the event.

16. The Library agrees to make bathrooms in the immediate vicinity of the meeting room available for public use during the time of the room use.

17. Parking: The library has a small lot behind the building off Mott Ave. Public parking is available in the Yankee Doodle Garage (across the street and around the corner opposite the Riverview Mall) and behind the Globe Theater (across the street off Wall St.) Surrounding business lots are generally available late afternoons, evenings and weekends.

18. Fire Marshall occupancy limits must be strictly observed. They are:

Main Library Auditorium: 175

$\frac{3}{4}$ Auditorium: 130

Main Library Chess Room ($\frac{1}{4}$ Auditorium): 30

Main Library Conference Room 20

Main Library Teen Room-Lower Level: 30

Main Library Children's Activity Room: 49

South Norwalk Branch Library Community Room: 120

· Adopted by Norwalk Public Library Board of Directors, rev. 10-2006, rev. 4-8-2010. (MW, Meeting Room Policies.)
