

Millbrook Library

Policy Manual

Bennett College Community Room Policy

The use of the Bennett College Community Room is primarily for programs conducted or sponsored by the Library. When not in use, the room is available to nonprofit community groups and organizations during regular Library hours. The room is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. All meetings must be free of charge and open to the public.

Reservations:

- Reservations are made with the Library Director by submission and approval of a Bennett College Community Room Reservation Form.
- Reservations should be submitted at least one month in advance, and may be made no more than three months prior to the date of the program. The room will be assigned in order of request.
- Use of the room may be limited to once per month for any organization.
- Cancellation of reservations is required 24 hours in advance. Failure to notify the Library of a cancellation may result in denial of future requests.

Rules for Use:

- The maximum number of people permitted in the room is 40.
- All groups must submit a Certificate of Liability Insurance form from an insurance company acceptable to Millbrook Library showing a minimum limit of \$1,000,000, which includes Millbrook Library as an additional insured. The certificate will be provided to the Millbrook Library prior to the use of the premises.
- No admission fee may be charged. No selling, taking of orders, or marketing of products or services is permitted.
- Cooking, lighting candles, smoking or consuming alcoholic beverages are not permitted in the Community Room or anywhere on the Library premises. Permission may be requested at the time of reservation to serve light refreshments.
- All programs involving children under eighteen must have an adult sponsor present who is personally responsible for the conduct of the event. There must be one adult to supervise every ten children.
- Groups using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. Any damage to Library facilities will be charged to the sponsoring group or individual.
- The Library is not responsible for loss or damage to the property of either the sponsoring group or persons in attendance. The Library provides no storage space for equipment or other articles belonging to applicants or their guests.
- Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Millbrook Library or its Board of Trustees of the activities that take place in the

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meeting room or of the beliefs of the group using the room. Groups or individuals using the room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

- Unless otherwise approved by the Library Director, meetings may only be conducted during regular Library hours, and must be conducted in a way as to not disturb Library operations. All programs must end fifteen minutes prior to closing.
- Library personnel shall have free access to the community room at all times.
- The meeting room will not be available when the Library building is closed due to emergency conditions or inclement weather.

The Library reserves the right to pre-empt the use of the Community Room for Library purposes upon two (2) weeks' notice to the organization which had requested the space.

The policy is determined by the Board of Trustees and is subject to review and revision at the discretion of the board. Failure to abide by this policy and the rules and regulations of the Millbrook Library will result in denial of subsequent use privileges.