

**MEETING ROOM POLICIES AND GUIDELINES** draft 11/24/08  
Provisionally accepted by Trustees 12/12/08

- The James A. Tuttle Library is pleased to offer free meeting room space for local civic or cultural groups and organizations. Meeting space may not be used for religious services or political rallies or campaigns for specific partisan political issues or candidates.
- All programs/meetings must not disrupt the use of the Library for others.
- Permission to use Library space does not imply endorsement of any group's activities.
- The meeting space will not be used for fundraising or income-generating activities, except those sponsored by the Library.
- The Library does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age, or physical limitations.
- The Library reserves the right to reassign an organization to a different room or date if the room is needed for a library-sponsored activity.

**GUIDELINES**

- Use of the library space is at the discretion of the Library Director and/or Board of Library Trustees.
- If meetings or programs are scheduled during non-open hours, one of the following must be present: Library staff or Trustee, a designated member of the Historical Society, or the President of the Friends group. Library keys will not be handed out to members of the public.
- Library services and other areas of the library are not available unless programs or meetings are held during the library's regular hours of operation.
- If additional chairs are required, sufficient notice must be given to the Library Director to obtain them.

- The library must be notified in advance of any meeting or program cancellation.
- The meeting room must be left in the condition in which it was found. Tables and chairs may be rearranged, provided they are returned to their original arrangement.
- When leaving the library at the end of a program, the person responsible must ensure that all doors are locked, lights are out, and that no person is left in the building.
- Youth groups under 18 years of age must have an adult sponsor present.
- Smoking and alcoholic beverages are not allowed in the Library or on library property.
- Kitchen facilities, except for a sink, will not be provided by the Library.
- The Library cannot provide AV or other equipment. (Electrical outlets are scarce in both of the meeting spaces) and extension cords, if used must not block aisle or pose a hazard to the public.
- All emergency exits need to be accessible at all times and open aisles must be maintained with the seating arrangements to provide ADA accessibility and to provide clear access to exits.
- Maximum occupancy of the library's meeting spaces:
  - Reading and Reference Room \_\_\_\_\_
  - Historical Society Room \_\_\_\_\_
  - Children's Room \_\_\_\_\_

**WAITING FOR INFORMATION FROM BUILDING INSPECTOR**

**LIBRARY MEETING ROOM APPLICATION**

Today's date \_\_\_\_\_

Name of organization \_\_\_\_\_

Program name (if applicable) \_\_\_\_\_

Date of meeting /program (date/month/year) \_\_\_\_\_

Time of meeting/program \_\_\_\_\_

Expected number attending \_\_\_\_\_

Contact person \_\_\_\_\_

Phone # of contact person \_\_\_\_\_

Signature of person reserving room \_\_\_\_\_

Signature of Library Director \_\_\_\_\_

---

**FOR STAFF USE ONLY**

PERSON REPOSIBLE FOR OPENING/CLOSING BUILDING:

\_\_\_\_\_