



## NEW BRITAIN PUBLIC LIBRARY POLICY FOR MEETING AND CONFERENCE ROOMS

*The Board of the New Britain Public Library views the use of the facilities of the library as an extension of library service. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural and social role the library plays.*

*The Board 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 the beliefs or affiliations of individuals or groups requesting their use.*

*The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the New Britain Institute.*

1. Booking Priorities
  - A. Library sponsored events or groups and related programs and meetings.
  - B. Library support groups e.g. Friends of the New Britain Public Library and New Britain Camera Club.
  - C. Literacy Volunteers of New Britain, a library sponsored group.
  - D. Civic, cultural or educational programs of regional or local interest. Groups are limited to using the meeting rooms once per month in order to maintain accessibility. Exceptions may be made only with the permission of the Library Director.
2. Groups and businesses may use the rooms for meeting. Any group wishing to charge admission or make sales must obtain permission from the Library Director. Organizations may restrict attendance to their own membership.
3. The organization booking the space is responsible for injury to any person attending the meeting and for any damage to real or personal property.
4. If a group requires audio-visual equipment, the user must be thoroughly trained in advance and be held responsible for any damage to hardware or software.
5. Publicity for all programs, other than those sponsored by the Library, shall be the responsibility of the group offering the program.
6. Booking is limited to the hours when the Library is open to the public. No charge shall be made for the use of the rooms during normal Library hours or for equipment provided in the rooms.
7. Regulations:
  - A. Refreshments may be served.
  - B. The room must be vacated by the end of the period booked.
  - C. Alcoholic beverages/smoking are prohibited.
  - D. Premises must be left clean and in order.
  - E. Groups are responsible for carrying their own materials and equipment into and out of the building.
  - F. No material may be affixed to wall surfaces without prior permission.
  - G. The Library must be notified of any cancellations at least 24 hours prior to the meeting.
  - H. After the meeting the applicant **is required to return the Group Evaluation Form** to the Circulation Desk on the main floor of the library.
  - I. **Failure to comply** with these regulations or any other stated policy **will result in denial** of further booking privileges.