

Westport Free Public Library Manton Community Room Use Policy

It is the policy of the Westport Free Public Library to make its Manton Community room available to the public it serves on an equitable basis.

Scope

This policy applies to all non-profit groups, organizations, and individuals based in the Greater Westport area, defined as including Westport, Dartmouth, Fall River, Little Compton and Tiverton, or groups providing informational meetings for Westport residents (e.g. State Dept. of Public Health).

Policies

1. No meeting room activity may disturb library patrons in their customary use of the library facilities, impede library staff in the performance of their duties, or endanger the library building or collection(s).

The library reserves the right to refuse the use of the meeting room or cancel reservation when it deems that action to be in the best interests of the Library and/or town.

If, in the opinion of the Board of Trustees, the presence of a police officer is advisable, the group using the meeting room will be required to hire one at its own expense.

2. Reservations for the room will be made on a “first come – first served” basis. In cases of scheduling conflicts, groups whose meetings must be postponed or cancelled will be given as much advance notice as possible.

When there is doubt regarding a group’s eligibility to use the meeting facilities, the matter will be referred to the Library Director for decision. The Director may further refer the matter to the Board of Trustees. The Board reserves the right to grant permission to groups that do not meet the conditions set forth in this policy.

3. The Library Director and the Board of Library Trustees have final authority concerning the use of the meeting facilities and reserve the right to refuse use of the facilities to any group that has in the past not met the conditions of this policy, or to meetings and programs that might disrupt library service or not be in the best interests of the Library.
4. All programs, meetings and exhibits must be free.
5. Non-profit Westport organizations may sponsor programs where items such as books and program related works may be offered for sale with the expectation that the author(s) will donate a copy of their work to the Library.
6. No restrictions are made on the number of meetings that may be booked per month with the understanding that if a serious need arises for these spaces, the Library takes precedence.
7. The facilities are available to individuals, groups and organizations for “not for profit” purposes on payment of the appropriate fee. The fee is non-refundable if not cancelled with a 30-day notice. Fees are currently as follows:
 - a) Access to the Manton Community Room **during regular Library operating hours:**
 - o Individuals and Non-Profit Groups and Organizations – **No fee is charged.**

- b) Access to the Manton Community Room, **Monday thru Saturday, outside of regular Library operating hours:**
 - o Individuals and Non-Profit Groups and Organizations - **\$35 for the first hour and \$9.00 for each additional 15 minute period, or fraction thereof.**
- 8. An adult must be designated as the person responsible for the meeting. The facilities, including any library equipment used, must be left in the same condition in which they were made available.
- 9. A group using the facilities must follow the instructions of the library or custodial staff at all times regarding the safe and orderly operation of the Library. If the group or an individual in attendance does not behave in an orderly manner he/she may be asked to leave the premises.
- 10. At least one adult chaperone must be provided for every ten meeting participants under the age of eighteen.
- 11. The facilities must be booked not more than 4 months and not less than 48 hours before the day of the meeting. At the time of booking, the name and phone number of the person responsible for the meeting must be provided, along with details concerning the date and time of the meeting.
- 12. If the Library's audiovisual equipment is needed for a meeting, the Library must be notified in advance. The Library is under no obligation to make its equipment available. A group reserving equipment must designate an individual competent to act as the operator of the equipment during the meeting.
- 13. Simple refreshments may be served, provided that a group brings its own supplies and cleans the area afterward.
- 14. Use of tobacco products is prohibited throughout the Library and Library grounds. Consumption of alcoholic beverages is allowed only with the explicit permission of the Library Board of Trustees.
- 15. The Library is not responsible for any property brought on the premises or left behind.

Description—Procedures

Meeting facilities are booked through the Library Director/Assistant Library Director on an "Application for Use of the Manton Community Room - Meeting Registration Form," included with this policy as Appendix A. A person booking the facilities is given a copy of the policy. The registration form includes a statement that the group using the room agrees to abide by the policy.

After the applicant has completed the registration form, the meeting facilities calendar is checked to make sure the room is not already booked for the date requested.

Completed forms are reviewed by the Library Director/Assistant Library Director. If the request is approved, he/she signs the form, notifies the applicant, enters the event on the meeting facilities calendar, and keeps the approved application on file in an appropriate place.

Adopted by the Library Board of Trustees on June 3, 2010

Amended on May 2, 2013

Appendix A

Application for use of the Manton Community Room
Meeting Registration Form

- **One Application must be completed for each requested use of the facility.**

Please print

Date and Time of Proposed Use: _____

Date:_____ From:_____ To:_____

Name of Organization:_____

Mailing Address: _____

Name of Contact Person: _____

Home Phone:_____ Business Phone:_____

Nature of Proposed Use:

Anticipated number of Attendees: _____

I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting facilities of the Westport Free Public Library on its behalf; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises, furniture or equipment because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Westport Free Public Library governing the use of the library premises or equipment, including regulations prohibiting charging an entrance fee, soliciting fees or donations, or limiting attendance.

I also agree to protect, save, and keep the Town of Westport, The Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature Date

Registration Approval:

Assistant Library Director