



**ALDEN EWELL FREE LIBRARY**  
**COMMUNITY LIBRARY MEETING ROOMS**  
**RULES FOR USE**

Use of the Taylor Meeting Room (meeting room) is primarily for programs conducted or sponsored by the Alden Ewell Free Library. Secondly it may be used as a host location for community informational services and for programs or meetings for organizations engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community. These events must be nonpartisan and nonsectarian. The meeting room is not to be used by profit-making organizations or for partisan political activities or private events. ***All meetings must be open to the public.***

Programs which are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to preempt the use of meeting space for Library purposes upon two (2) weeks' notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to other groups in the community, reservations are taken **not more than three (3) months in advance.**

No admission fee or required donation may be charged. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

**APPLICATION:** Formal application for the use of any meeting room is made with the Board of Trustees. An individual responsible for the meeting must complete and sign an application form. Forms are available from Library staff or can be downloaded [here](#). Reconfirmation of the meeting must be made with the Library Manager/Director at least two weeks prior to the meeting. Cancellations or change of meeting dates must be cleared with the Library Manager/Director.

**GENERAL RULES OF USE**

1. Meeting rooms may not be used for religious service. No products, services, or memberships may be advertised, solicited, or sold. At the discretion of the Library Director, fundraising to benefit the Library, the sale of books and other items by authors, artists, or Library-related groups, may be permitted at Library-sponsored programs.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization and contact information. Neither the name nor the address of the Library may be used as the official address or headquarters of the sponsor. The location of the Library may be publicized, but the Library telephone number may not be placed on any publicity materials, as the Library is not a source of information concerning the event. Deliveries to the Library are



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permitted only if approved in advance by the Library Director and the applicant or a representative of the sponsoring organization is present to accept the delivery.

4. The following disclaimer must be included in all publicity materials: *The views expressed are solely those of the author/speaker/presenter and do not necessarily reflect the views of, and should not be attributed to, the Alden Ewell Free Library.*
5. A copy of all publicity materials must be submitted to the Library together with the Alden Ewell Free Library Meeting Room Application. Deviation from the submitted materials could result in the meeting being cancelled by Library personnel.
6. Meeting rooms are available for use during the Library's normal hours of operation. Programs should be planned so that meeting space will be vacated 15 minutes before the library's closing time.
7. Applicant must check in and out with a staff member.
8. No cooking may be done or food served without the approval of the Board of Trustees. No alcohol may be served at any time. No smoking is permitted.
9. The meeting room must be left in an orderly, clean condition. Tables and chairs should be returned to the positions in which they were found. The applicant shall be liable for any damage to Library facility and/or loss of Library property.
10. No games of chance may be played.
11. Meetings must be conducted in such a way as not disturb Library operations. The applicant is responsible for maintaining the orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicants and program participants are expected to conform to the Alden Ewell Free Library's Rules of Conduct, copies of which are available upon request.
12. No audio-visual equipment or operators will be provided by the Library.
13. Library personnel will not move or rearrange heavy furniture or equipment.
14. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.



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16. Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with above regulations. Infringements of any of the regulations here stated shall be grounds for denial of future use of meeting space.

17. The maximum capacity of the meeting room is 30.

*Meeting Room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.*

Approved by the Board of Trustees of the Alden Ewell Free Library on June 17, 2019.