



Meeting Room Regulations

USE OF THE PRESTON PUBLIC LIBRARY

A. Library-Sponsored Programs and Events

1. The Preston Public Library offers a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community. Programs are designed to engage residents from babies through adults. These programs are open to the public and are free of charge. Some programs may require advance registration and/or may be limited to Preston residents. Co-sponsorship of programs with other agencies is encouraged.
2. The library main floor and meeting room may be used for special occasions or programs at the discretion of the Director and may not be reserved by outside groups.
3. Special events, sponsored by the Library or The Friends of the Preston Public Library may occasionally be held for fundraising purposes. At these events, there may be a fee for program attendance and/or donations may be solicited.
4. No alcohol may be served in the Library or on library grounds. Exceptions will only be considered for library-sponsored events. Requests for exceptions to this policy must be made in writing and will be submitted to the Director and the Town Selectman's Office.

B. Use of Meeting Rooms by Outside Groups

1. General

- a. The Preston Public Library has one Meeting Room available for use by non-profit organizations during all public hours of operation. All meetings scheduled at library facilities may be open to the public.
- b. The Meeting Room may be used free of charge by non-profit community groups and organizations whose activities are educational, cultural, civic, or community-oriented, provided that such use does not interfere with library programs and functions. Non-profit groups may reserve dates up to one year in advance. The Library Director or his/her designee is granted full authority to make exceptions to this policy as deemed appropriate.
- c. The Meeting Room will be assigned in priority order to (1) library programs and library-affiliated groups; (2) official town boards, committees, and agencies; and (3) local non-profit groups. In rare cases, Library or Town events may preempt your confirmed

reservation. Every effort will be made to reschedule your event. Repeated reservation cancellations may result in future applications being denied.

d. Application for the use of the room must be made by an adult who will assume responsibility for loss or damage to the facility or equipment caused by the group. Drivers' License is required on the application form.

2. Guidelines for Use

a. Program attendees are expected to follow the Library's posted rules for appropriate library behavior (Patron Code of Conduct).

b. No fees, dues, or donations may be charged or solicited by the user for any program or exhibit.

c. No alcoholic beverages may be served.

d. Light refreshments are permitted.

e. No smoking or vaping is permitted, by order of the Fire Marshal.

f. The Meeting Room may not be used for birthday or anniversary parties, weddings, funerals, or other personal or private celebrations.

g. Juvenile or young adult (age 18 or younger) groups may use the rooms only when adequate adult supervision is provided.

h. Programs may not disrupt normal library services.

i. The Library assumes no responsibility for property brought into the room. Groups are responsible for carrying their equipment into and out of the room on the day of use.

3. User Responsibilities

a. Groups are responsible for their own room set-up and clean-up. Staff assistance is not available for setting up equipment and materials, carrying items in or out of the building, or trash removal. Premises must be left clean and in good condition. Any damage that the Library considers more than normal wear will be repaired and charged to the organization or group responsible.

b. The Library is not responsible for equipment, supplies, exhibit material, or other items owned by a group or individual and used in the Library.

c. All videos shown in the Library must comply with public performance guidelines under copyright law.

d. Groups must identify themselves in any publicity about the event they are holding at the Library. Any printed publicity must include the statement: "This program is not sponsored by the Preston Public Library."

e. Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.

f. For programs that occur during Library hours, all programs must end and rooms be returned to their normal configuration, 15 minutes before closing. Participants must leave the building so that the staff can close the Library at the scheduled time.

G. For programs that occur when the Library is closed, the keys to the room will be issued to the authorized applicant and must be returned in the drop box after the event. Groups or members of groups may not enter the main Library during hours when that portion of the building is not open to the general public.

4. Room Configuration

a. Groups using the Meeting Room are welcome to shift tables and chairs to suit their needs. Library staff are not available to help with set-up or breakdown of tables and chairs. By the end of the scheduled time in the Meeting Room, all groups must return the room to the prior furniture configuration. Repeated failure to adhere to these guidelines may result in the loss of a group's privilege to use meeting room facilities.

b. The Fire Marshal has set the following limits as to maximum capacity for the Meeting Room: 28 people seated, 60 standing.