

**ESSEX LIBRARY ASSOCIATION  
PROGRAM USE POLICY AND FORM**

I. Statement of Purpose

The Essex Library Association Board of Trustees views the use of the program rooms as an extension of library services. The rooms should be available to the library's community and should reflect the educational, cultural, social, and recreational role the library plays.

II. Availability and Application for Use

- A. There are two program rooms available for use by local community organizations. Library facilities other than the program rooms may not be used for events by outside groups. The Library reserves the right to host library-sponsored events in the library facilities at any time.
- B. Meeting rooms are available for use during library hours only. Special requests for before or after hours use of program rooms will be considered on an individual basis; a charge may be levied for before and/or after-hours use of the facility.
- C. Library sponsored events receive priority in scheduling. Availability of the program rooms at all other times shall be on a first-come, first-served basis.
- D. 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.
- E. Organizations requesting use of the program rooms should submit a request form at least two weeks prior to the event.
- F. Groups may not use the Essex Library as their permanent, established meeting space or consider the Essex library their basis of operation for mailing, publicity or contact purposes.
- G. The Library Director is authorized to determine the appropriate use of the room based on this adopted policy. In case of denial of use, appeal may be made in writing to the President of the Library Board of Trustees.
- H. There is no fee for the use of meeting rooms during library hours. However, donations to the Essex Library Association, a 501(c) (3) organization, are welcomed and encouraged.

III. General Rules

- A. Groups using the meeting rooms will be responsible for:
  - 1. Proper supervision
  - 2. Restoring the room to the same condition in which it was found
  - 3. Costs arising from any damage or loss during use
  - 4. After hours use requires a predetermined contact person to be present at the program at all times.

- B. Smoking is not permitted anywhere in the library building or on library property.
- C. The kitchen area may be used and should be left in the condition in which it was found.
- D. Alcoholic beverages are prohibited.
- E. If a group requires the library's audio-visual equipment, the user must be thoroughly trained in advance and will be held responsible for any damage to hardware or software.
- F. Storage of materials before or after the reserved time is not permitted.
- G. No material may be affixed to wall surfaces.
- H. Telephone messages will be taken for meeting room attendees only in emergency situations.
- I. The library reserves the right to seek references of any group before booking the room.
- J. Under no circumstances shall the sponsor of a meeting open to the public require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation.
- K. Anyone violating these rules may be asked to leave and/or denied future use of the facilities.
- L. The Essex Library Board of Trustees and their employees and agents are not liable for any claims rising out of the use of the library meeting rooms.
- M. Art exhibits, openings and shows will be arranged by the Library staff. Please do not use this form to request the space for art exhibits; kindly contact the staff directly.

IV. The Library Board reserves the right to amend this policy at any time.

*Adopted by Library Board of Trustees 12/11/2006*

The 1889 Society Room and the Program Room are available during library hours only and should be vacated at least 5 (five) minutes prior to closing. The Program Room may be available outside of library hours by special arrangement. Library hours are Monday 11-5; Tuesday and Thursday 10-7; Wednesday and Friday 10-5; Saturday 10-2; Sunday 1-4 (closed Sundays from Memorial Day through Labor Day weekends). Please return this form to the Essex Library at least two weeks before the date of your meeting.

Name of your organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title of your meeting or program, including speakers, films, etc. \_\_\_\_\_

\_\_\_\_\_

Date of your meeting or program: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hours room will be needed (including set-up and clean-up time): \_\_\_\_\_

Number of people expected: \_\_\_\_\_ (maximum occupancies: 45 in Program Room, 15 in 1889 Room)

