

**ESSEX LIBRARY ASSOCIATION  
PROGRAM ROOM USE POLICY**

I. Statement of Purpose

The Essex Library Association Board of Trustees views the use of the program rooms as an extension of library services. Use of the rooms should reflect the educational, cultural, social, and recreational role of the Library in the community. In accordance with Article VI of the American Library Association Library Bill of Rights, rooms are made available to the public on an equitable basis regardless of the benefits or affiliations of the individual or group requesting their use. However, 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.

II. Availability and Application for Use

A. There are two program rooms available for use by local community organizations for non-commercial activity.

1. Main Program Room (Maximum occupancy 45)

2. 1889 Society Room (Maximum occupancy 15)

B. 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.

C. 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.

D. 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.

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 Library as their permanent, established meeting space or consider the Library their basis of operation for mailing, publicity or contact purposes.

G. 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 for Program Room Use

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

IV. The Library Director is authorized to determine the appropriate use of the program rooms based on this policy and may approve or deny their use. In case of denial of use, appeal may be made in writing to the President of the Library Board of Trustees.

V. If program room use is approved, the applicant is required to adhere to all Library policies. (Library policy manual available on request)

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

**Approved by ELA Board of Trustees, May 9, 2011  
To replace existing Library policy, approved Dec. 11, 2006**

ESSEX LIBRARY ASSOCIATION  
PROGRAM ROOM REQUEST FORM

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 10-5; Tuesday and Thursday 10-8; Wednesday and Friday 10-5; Saturday 10-2. 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): \_\_\_\_\_

Room requested:

Main Program Room \_\_\_\_ (maximum occupancy 45)

1889 Society Room \_\_\_\_ (maximum occupancy 15)

Number of people expected: \_\_\_\_\_

Room set up and equipment requirements \_\_\_\_\_

Will this meeting be open to the general public? Circle one: Yes No

Will refreshments be served? Circle one: Yes No [Reminder: Alcoholic beverages are prohibited]

If yes, what kind of refreshments? \_\_\_\_\_

Person responsible for program: (who will be present) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

The person signing this form is responsible for the observance of the rules in the Essex Library's "Program Room Use Policy". No date shall be considered confirmed until the Library returns a copy with an authorized signature approving the meeting.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Library approval signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date