

## **Easton Library Meeting Room Use Policy and Guidelines**

In furtherance of its mission, Easton Library offers, free of charge, a meeting room for use by community groups and organizations engaged in educational, cultural or civic activities, when not in use for Library purposes. The meeting room is available to groups with headquarters in, or that provide substantial services to the citizens of the Easton Library service area and the Greenwich Central School District. As outlined below, non-profit groups may reserve the room.

Permission to use a meeting room does not imply Library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization. The content of programs or meetings by outside organizations held in the meeting room, has not been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content.

The Meeting Room Policy establishes rules, regulations, and procedures for the use of the Library's meeting room. Use of the Library meeting room by any group signifies acceptance of the terms of the policy, and meeting room users are subject to all other rules and policies of the Library, including the Patron Code of Conduct.

### **Process for Reserving a Meeting Room**

- Read and review the entire Meeting Room Use Policy and Guidelines
1. The library encourages use of the Meeting Room for diverse events and groups and seeks to allow all eligible organizations an opportunity to use our services. Groups reserving the Meeting Room are limited to two meetings per month (30-day period).
  2. Meeting Room reservations may occur when the Library is open. Library and Friends of the Library events and programs are prioritized over other uses; therefore, the room may not be available when Library programs are scheduled. The library reserves the right to cancel a reservation for library purposes. The Library will make every effort to avoid cancellation.
  3. Reservations may be made up to 4 months in advance.

4. Bookings must be made at least 48 hours in advance. Meetings must begin during library hours and be completed at least 15 minutes before the library closes.
5. On rare occasions, administrative approval may be granted for meetings to begin before the Library opens or end after the Library closes.

### **Reservation Eligibility**

- Community groups, non-profit organizations, and government entities wishing to reserve a meeting room must have headquarters in or provide substantial services to citizens of the Easton Library service area or the Greenwich Central School District. Documentation of service area and non-profit status may be required.
- Rooms may be used for educational, cultural, informational, or governmental activities, which may include meetings, public lectures, panel discussions, workshops, or other similar functions.
- Except for limited fundraising events sponsored by the library, Friends of the Library, or other affiliated organizations, meetings or programs must be free and open to the public. No admission may be charged, or monetary donations requested at the door. Requiring fees for supplies, materials, handbooks, study books, etc., is likewise prohibited. Donations of charitable items such as books or non-perishable food items may be requested, but not as a requirement for attending a meeting or program.
- The meeting room may not be reserved for social events such as birthday parties or weddings, for fund-raisers such as garage sales, bake sales, etc.; for commercial and/or for-profit purposes; or for services or programs for which fees are charged or for individual use. It is permissible, with Library approval, for authors, and performers to sign and sell materials following a library-sponsored performance or program.

### **Reservation Guidelines**

Reservations must be made by a person at least 18 years of age, who is an official representative of the eligible organization.

If the meeting or event is for people under the age of 18, an adult supervisor, over the age of 18, must always be present.

### **Meeting Notice Guidelines**

1. Neither the name nor the address of the Easton Library may be used as the official address or headquarters of an organization. Publicity for events in the library should clearly identify the sponsoring organization. Telephone inquiries and contact information should be made to the sponsoring organization.
2. Meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation unless such sponsorship or affiliation has been approved by the Library's Board of Trustees.
3. Unauthorized use of the Easton Library logo on promotional materials for non-library-sponsored events is prohibited.
4. With the Director's approval, groups using the meeting room may post or distribute a flyer in the library about the upcoming event or program.

### **Room Use Guidelines**

- The Maximum Occupancy Code Limit of the Meeting Room is 38 (everyone seated) and 50 (standing only).
- All groups using the Meeting Room are responsible for setting up the furnishings.
- All groups are responsible for returning the furnishings as requested by the library director.
- Groups may provide refreshments at meetings and programs.
- All groups are responsible for leaving the meeting room in a clean and orderly condition. Please clean up trash and food waste, and do not leave any flyers, handouts, brochures, business cards, etc. behind. Carry out your trash. Garbage disposal is not provided by the Library. Please include clean-up time in your scheduled room use time.

- Smoking on library property is a violation of New York State law, and consuming alcoholic beverages on library property is prohibited.
- Open flames, burning incense, and lit candles are not allowed.
- Users are responsible for any damage caused to library property during room use.
- Groups may use audio-visual equipment when previously approved by the director. Use of the equipment will be under the supervision of Library staff.
- Permission to use the Library meeting Room may be withheld from groups that have failed to comply with the Meeting Room Policy and guidelines, the Patron Code of Conduct, or from any group that damages library property.

### **Walk-in Guidelines**

The meeting room is available for use by walk-in users, when not scheduled for use in advance by the library or other eligible groups. To check on availability and to sign in, please go to the circulation desk.

- The following are the guidelines for this service:
  1. Walk-in users must read and abide by the Meeting Room policy.
  2. Walk-in users only. There is no sign-up in advance for this service. Reservations scheduled in advance will always have preference. Rooms should be vacated at least 30 minutes before a scheduled meeting or Library program.
  3. We ask walk-in users not to break down chairs and tables, rearrange furniture, or set up equipment so the room will be ready for scheduled groups.
  4. Rooms must be clean, and all personal property and trash must be removed when users leave.
  5. Walk-in users are not provided with access to the audio-visual equipment.

Approved: August 8, 2025

Amended from the *Use of Community Room Policy*