2j: Use of Library Meeting Rooms

The Library has two meeting rooms available for public use. One small meeting room on the second floor of the Library (full capacity is 7), and one larger Community Room, located on the first floor (full capacity is 42 with the addition of chairs and tables). The small meeting room on the second floor is available for use during the Library's operating hours. The Community Room on the first floor is available by request. For meetings in the large Community Room that occur outside of the Library's operating hours, arrangements can be made to obtain a door code.

The small meeting room may be reserved by individuals or groups who wish to have a quiet place of work or study. The larger Community Room is available for local, non-profit groups or organizations for civic, cultural, informational, or recreational programs which are open to the public and free of charge. Members of the community may also exhibit art in our Community Room.

Library meeting room space is not available for private social purposes (family parties, weddings, dances, for example) or for the sole benefit of commercial concerns. No individual or group entity may profit from any event or meeting held within the Library. In the week prior to an election, partisan political programs may not be scheduled.

How to Reserve Library Meeting Rooms

Groups may use either room by checking in and signing in with a Library staff member beforehand (either by phone, email, or in person). Meeting rooms are available on a first come, first served basis. It's a good idea to call or email the Library to reserve Library meeting rooms.

If you are holding a public group event, an art exhibit, or an after hours event, a Community Room request form will need to be approved by the Director before the reservation is confirmed. An applicant or representative of the group requesting a meeting must sign the meeting room reservation form, assuming responsibility for any damage done to Library facilities or equipment, as well as a key code policy, if applicable. The signed release will be kept on file at the Library.

General Meeting Room Rules

- There is no charge for meeting room use. All programs held at the Library must be open to the public and no attendance or entry fee may be charged.
- Fundraising by groups other than the Library and/or the Friends of the Library will not be allowed.
- Use of the Library's meeting rooms does not imply endorsement of the event or its sponsor by the Hartland Public Library. Promotional endeavors should clearly state that

the Library is merely the location of the meeting. Groups may not use the Library's name or address as their own address or headquarters.

● Refreshments are allowed in the meeting rooms, but the Library has no commercial kitchen facilities. All food and drink waste must be cleaned up after the meeting. Tables and chairs must also be put away. There is no alcohol or smoking permitted in the building or on Town property.

Community Room Rules

● Attendance is limited to 42 individuals with tables and chairs.
● Attendance is limited to 60 individuals without tables and chairs.
● Arrangements may be made for groups who wish to use the Community Room outside of Library operating hours. Please see the Key Code Policy.
● No meetings in the Community Room may last beyond 10:00 P.M.
● Groups are responsible for set-up and clean-up of the room and putting away tables, chairs, trash, and/or equipment.

Small Meeting Room Rules

● Attendance is limited to eight (7) individuals.
● Meetings must begin and conclude during Library hours.

A/V Usage in the Community Room

● Library audio-visual equipment is available for use by prior arrangement. The use of the audio-visual equipment requires training and a signed separate agreement form.
● Library staff may not be available to provide meeting support, room set-up, or equipment trouble-shooting.

Art Displays in the Community Room

● All exhibits must be arranged in advance and be approved by the Library Director.
● Exhibits will be limited to one month, unless no other artists have reserved exhibit space.
● Artworks will be hung in the Community Room using the installed moldings and accompanying hardware.
● Sculpture, depending on its size, may be suitable in open areas. Its placement must be approved by the Director so the Library complies with ADA protocols.
● If there is an art reception, Community Meeting room policies prevail.
● Publicity, marketing, and outreach is the exhibitor's responsibility, and the Library will assist by including it on the Library's calendar and website, and hanging flyers on Library bulletin boards.

- The artist will be responsible for setting up and removing art displays at the show's conclusion.
- The Library is not liable for theft or damage to the display. It is up to the artist to obtain insurance.

Key Code Policy

The small meeting room on the second floor is available during the Library's operating hours. The Community Room on the first floor is available by request. For meetings in the large Community Room that occur outside of the Library's operating hours, arrangements must be made to obtain a door code.

For One-Time Usage of the Community Room (not meeting monthly or weekly):

- The door key code must be picked up within a week of the event and its use is restricted to the scheduled event only. Sharing with other individuals and events is prohibited and may result in forfeiture of the code;
- The individual who obtains the key code is responsible for ensuring that the building is properly secured after use. All lights must be turned off, Keurig coffee and other coffee machines turned off and unplugged, windows shut, and doors closed and locked upon leaving the building;
- Library staff will not be available to provide meeting support, room set-up, or equipment trouble-shooting;
- Please make every effort to put away tables and chairs after your meeting, and clean up any food items or spills that might occur;
- Failure to secure the facilities may result in forfeiture of future Community Meeting Room use and/or privileges;
- The individual key code given to you will be deleted after your event.

Signature: _____

Date:_____

For Continuous Usage of the Community Room (groups that meet monthly or weekly):

- Sharing your door code with other individuals and events outside of your group is prohibited and may result in forfeiture of the code;
- The individuals who obtain the key code are responsible for ensuring that the building is properly secured after use. All lights must be turned off, Keurig coffee and other coffee machines turned off and unplugged, windows shut, and doors closed and locked upon leaving the building;

- Library staff will not be available to provide meeting support, room set-up, or equipment trouble-shooting;
- Please make every effort to put away tables and chairs after your meeting, and clean up any food items or spills that might occur;
- Failure to secure the facilities may result in forfeiture of future Community Meeting Room use and/or privileges;
- The individual key code given to you will be deleted if your group disbands or decides to meet in a location other than the Library.

Signature: _____

Date:_____

(Policy Updated May 2024)