

DANBURY LIBRARY

LIBRARY TECHNOLOGY CENTER CONFERENCE ROOM MEETING ROOM APPLICATION

Procedures to reserve a library meeting room:

1. Submit completed application form to Darlene Garrison, Reservation Coordinator, Danbury Library, 170 Main Street, Danbury CT 06810 – or fax 203-797-4501.
2. If application is approved, please confirm use of room 1 week prior to your reservation.

Organization/Business/Individual: _____

Address: _____

Person responsible for room and equipment: _____

Phone: _____

Date(s) room is requested: _____

Meeting Time: From: _____ (am) (pm) To: _____ (am) (pm)

Purpose: _____

Room set-up: The room is set-up boardroom style with seating for 10 – 12 people. Food and beverage is permitted in the room.

Please refer to the Fee Schedule for the amount of your check, if applicable. *Your completed application and check must be received at least one week in advance of the meeting date in order to assure availability.*

I have read and fully understand the rules and regulations concerning the use of the Danbury Library facilities. I agree that I will be responsible for complying with them and making all payments as called for herein.

Printed Name: _____

Signature: _____ Date: _____

Amount Due: \$ _____

**Please make check payable to City of Danbury and mail to Darlene Garrison,
Danbury Library, 170 Main Street, Danbury, CT 06810. Thank you.**

DANBURY LIBRARY

ROOM USE POLICY

The Danbury Public Library provides meeting rooms as one of the library's basic services and makes these spaces available to community organizations and groups engaged in educational, cultural, intellectual or civic activities.

The Library Board of Directors subscribes to the Library Bill of Rights which states in Article VI that facilities shall be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Granting permission to use library facilities does not constitute an endorsement of the group's policies or beliefs by the Danbury Public Library or the City of Danbury.

Library-sponsored or co-sponsored programs and activities are given priority in scheduling the use of the meeting rooms. Priorities for other uses, in priority order, are:

1. Programs sponsored by agencies of city government or other city-supported organizations.
2. Non-profit organizations.
3. Other organizations, groups, individuals, businesses and condominium associations.

GROUPS AND INDIVIDUALS MAY USE THE MEETING ROOMS UNDER THE FOLLOWING CONDITIONS:

1. All meetings will be open to the public should anyone wish to attend.
2. Groups or individuals wishing to charge admission or conduct sales must receive permission from the Library Director or his/ her designee.
3. Programs sponsored by the library, city, state, federal agencies or nonprofit organizations or groups, there is no charge for the meeting room. Organizations or groups may be asked to provide a copy of their statement verifying nonprofit status 501(c)(3). Other users will be charged a fee to cover costs of operation. See attached schedule.
4. Juvenile or young adult (18 and under) groups may use the rooms only when adult supervision is provided.
5. Rooms can only be utilized during library hours. See attached listing.
6. One group or individual may reserve the meeting rooms up to twelve (12) times a year and the computer lab up to three (3) times a year with a 3 hour maximum per session, ending by noon. Use of the rooms and lab are subject to availability and the Library management reserves the right to move a user to an alternate location within the library when necessary. Municipal agencies may have access to the room more often than twelve (12) times a year.

Cancellations (except those made by the library due to inclement weather or other emergency) must be made 24 hours in advance to obtain a refund.

In the event of bad weather, the library will post a message about weather delays or closings on its phone system at 797-4505, on radio stations WINE (941AM) or WLAD (800AM); and online at ctweather.com

7. Three (3) tentative reservations may be held for up to three (3) days.
8. A completed application and applicable fee payment must be received at least one week in advance of the meeting date.
9. The applicant must submit its meeting room set-up request at least one (1) week before the event. If the request has not been received with adequate notice, the user may be responsible to make the necessary room changes according to its needs. **Users who are exempt from a room charge are responsible for their own room set-up and take-down.**
10. Groups offering programs must acknowledge sponsorship of their event and not the Library in any advertisement (flyers, posters, press releases, radio releases, etc.) Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement. Neither the name nor address of the library building may be used as the official address or headquarters of an organization.
11. Library staff will be responsible for displaying publicity regarding meetings at their discretion. Organizations may request that one notice or poster be displayed on the Library Community Events Board. No flyers or posters can be posted on the Library doors, stairwells, pillars or other places within the Library or on the exterior of the building.
12. The Library's kitchen facilities and audio-visual equipment may be used with advanced permission. Prior training in use of any audio-visual equipment is required and will be by appointment. The user must be thoroughly trained in advance and will be held responsible for any damage to hardware or software.
13. Meeting rooms, computer lab and kitchen must be left in the original condition in which they were found. The applicant will be held responsible for loss or damage resulting from room use. Compensation for such loss or damage must be made promptly upon billing.
14. The applicant may be required to provide and maintain liability insurance with insurance companies licensed to do business in the State of Connecticut and in such form as shall be satisfactory to the City of Danbury. The User may be required to provide the Danbury Library with a Certificate of Insurance confirming the existence of this insurance, specifically naming the City of Danbury as an additional insured. The amounts of such insurance shall be in the following minimum limits: Bodily Injury Liability and Property Damage Liability, \$1,000,000 each occurrence.
15. Groups must adhere to the posted fire codes regarding the number of persons allowed in the program room: Banquets, dinners, etc. with tables is 70 people, seating with chairs is 150 people.
16. Smoking or the serving of alcoholic beverages is not permitted.
17. Applying organizations are responsible for the preservation of order by those in attendance. Police supervision, when deemed necessary by the Library Director, will be provided and paid for by the applying organization.
18. Persons attending meetings held in the library must use on-street parking, the Library's public lot located on Bank Street or Patriot parking garage.
19. The room must be vacated 15 minutes prior to closing time.
20. The Library Director has full authority to grant, refuse or revoke permission to use the meeting rooms or computer lab. In case of denial of use, appeal may be made in writing to the Library Board of Trustees.

DANBURY LIBRARY

The following equipment is available upon request:

- 1.) Podium
- 2.) Projector screen
- 3.) Microphone & sound system
- 4.) White board
- 5.) Internet access
- 6.) Six, 6 foot tables
- 7.) 90 stackable chairs
- 8.) Kitchenette (microwave, refrigerator, sink)
- 9.) VCR/DVD player
- 10.) Overhead projector

FEE SCHEDULE

**Programs conducted by: Danbury Library,
City, State or Federal agencies, nonprofit organizations
and authors:**

No Charge

Programs conducted by profit-making organization:

½ day (4 or fewer hours)	\$75.00
Full Day (More than 4 hours)	\$100.00

Please check the Library hours below to ensure the proper scheduling of your meeting:

Danbury Library Technology Center Hours:

Monday - Thursday	1:00 – 7:00pm
Friday & Saturday	10:00 – 5:00pm
Sunday (Labor Day through Memorial Day)	1:00 – 5:00pm

DANBURY LIBRARY

DIRECTIONS

Traveling **EAST or WEST** on I-84:

Take **Exit 5** from I-84 and follow **Library Signs**. The signs will direct you onto **Main Street**.

Follow **Main Street** and cross the R.R. Tracks. Continue down Main to the intersection of **Main and West Streets**.

YOU WILL SEE THE LIBRARY ON THE RIGHT ACROSS THE INTERSECTION.

Continue straight to next light and turn right onto **Bank Street** (a one way street) and follow signs to library parking lots.

Policies reviewed and revised at Library Board meeting, 12/11/08