



## Room Use Policy

The Danbury 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."

The Danbury Library rents its meeting rooms in order to generate supplemental income to support library operations.

The Library neither advocates nor endorses the viewpoints of any of the meetings or reserving parties allowed to use the Library's facilities.

Library sponsored or co-sponsored programs and activities are given priority in scheduling the use of the meeting rooms. Other uses are in the following priority order:

1. Programs sponsored by City of Danbury departments or city-supported organizations
2. Nonprofit organizations
3. Other organizations, groups, individuals, businesses, and condominium associations.

### THE MEETING ROOMS MAY BE USED UNDER THE FOLLOWING CONDITIONS:

1. The Technology Center Conference Room, and the Study Pods may be used on a walk-in basis free of charge for up to two hours. Time extensions after appointments may be granted based on availability and are subject to termination when another appointment takes precedence. For walk-in availability and time extensions, individuals should speak with a staff member at the Tech Center or Main Floor Help Desks.
2. Payment of dues, admission fees or donations as a condition of attending a meeting must receive permission by the Library Director or their designee.
3. City of Danbury departments and other city-supported organizations are exempt from room use charges. Organizations and agencies will be asked to provide proof of their status. Non-profit location status is determined by an organization's address on their tax-exemption paperwork, a copy of which must be on file or provided to the library within two weeks of the reservation's approval.
4. All applicants are responsible for their own room set-up and must return the room to its original configuration.
5. Those not exempt from a room use charge will be assessed a fee per the schedule included in this policy. Payment must be received within two weeks following the date of the reservation.

6. Current members of the FRIENDS of the Danbury Library shall receive a \$10/hour room discount at the Danbury Nonprofit rate.
7. Juvenile or young adult (under 18) groups may use the rooms only when adult supervision is provided.
8. Any one organization may reserve a room for meetings up to twelve (12) times a year and the Technology Center Computer Lab may be reserved up to three (3) times per calendar year. Reservations cannot be booked more than three (3) months in advance but no later than seven (7) days from the date requested. Special scheduling considerations must be approved by the Library Director. Snow dates may not be booked for outside organizations.
9. Three (3) tentative reservations will be held for up to three (3) days.
10. Library management reserves the right to move a group or individual to an alternate location within the Library when necessary.
11. To obtain a refund, the applicant must cancel their reservation within 24 hours prior to the scheduled date by calling the Community Relations office at 203.797.4505, option 6. Payments will automatically be refunded for Library initiated cancellations due to inclement weather or other emergency.
12. In the event of inclement weather, the Library will post a message about delays or closings on its phone system at 203.797.4505, option 9, WFSB Channel 3 TV, radio stations WDAQ (93.3 FM) or WLAD (800 AM) and online at ctweather.com.
13. Applicants are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Neither the name nor address of the Danbury Library may be used as the mailing address of an organization.
14. Applicants are prohibited from posting signage on Library doors, stairwells, pillars or other places within the Library or on the exterior of the building. Organizations and businesses wishing to promote their event should leave materials at the Accounts Desk for approval/posting by the Community Relations Department.
15. Applicants may not take photos or videos of programs, presenters, or participants without their permission.
16. 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 applicant 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.
17. Maximum capacity for rooms are: Family Program Room: 60, Lower Level Meeting Room: 35, Technology Center: 12, Story Corner: 25, Technology Center Computer Lab: 19, Study Pods: 4, 4, 1.
18. The Story Corner should only be booked for children and teen programs or events.

19. The applicant is responsible for the preservation of order by those in attendance. Police supervision, when deemed necessary by the Library Director, must be provided and paid for by the applying organization(s) or individual(s).

20. Food and non-alcoholic beverages are permitted in the Farioly Program Room, Lower Level Meeting Room, and the Technology Center Conference Room. Smoking and serving alcoholic beverages are not permitted. Food and drink are not allowed in the Study Pods.

21. Onsite parking is not guaranteed; carpooling is strongly encouraged. Groups expecting ten (10) or fewer participants may use the Library's public lots located off Bank Street. Larger groups may be required to use the metered on-street parking spaces, the Charles A. Bardo

Parking Garage at 10 Library Place, or the Terence E. McNally Patriot Garage at 21 Delay Street. Parking is also available on Fridays, Saturdays and Sundays in the City Hall parking lot at 155 Deer Hill Avenue (corner of Deer Hill Avenue and West Street).

22. Meeting rooms must be vacated at least 5 minutes before closing time. If the room is not vacated by closing time, the group will be notified by security to leave immediately and the person responsible for the room will be billed \$25.

23. The applicant agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyrighted material.

24. Rooms cannot be rented for parties or social functions.

25. Use of the rooms may not interfere with the routine business of the Library.

26. Sale and/or solicitations are not permitted although a performer/speaker may sell books, CDs, or other products that relate to the presented program.

27. The applicant is responsible for reimbursement for damages to building, equipment, or contents incurred while his/her group is using the facilities. It is agreed that the Danbury Library shall not be held responsible for claims of damage or liability arising from such usage.

28. The Library is not responsible for equipment, supplies, exhibit materials or other items owned by the group or individual and used in the Library.

29. The Library Director has full authority to refuse or revoke permission to use any of the meeting rooms. Appeals regarding any such decision must be made in writing to the Danbury Library Board of Directors.

30. The Danbury Library Board of Directors, Library employees and agents are not liable for any claims arising out of the use of the Danbury Library meeting rooms.

## FEE SCHEDULE

	Danbury Nonprofit*	Other Nonprofit*		Danbury Profit*	Other Profit*
Lower Level Meeting Room	\$20/hr	\$40/hr		\$80/hr	\$100/hr
Farioly Program Room	\$30/hr	\$50/hr		\$100/hr	\$120/hr
Technology Center Conference Room	\$15/hr	\$30/hr		\$60/hr	\$80/hr
Story Corner	\$20/hr	\$40/hr		\$80/hr	\$100/hr
Technology Center Computer Lab	\$40/hr	\$60/hr		\$120/hr	\$140/hr
* An additional \$25 charge for technology equipment. (projectors, players, etc)					
FRIENDS of the Danbury Library members receive a \$10/hr. discount					