



Farmington Libraries Meeting Room Rules and Procedures

I. Rooms available for Public Use

A. The Library has meeting rooms available for public use. Rooms must be reserved in advance. Farmington based non-profit and civic organizations must provide a Farmington Libraries card number to qualify for the lower of the two fee scales.

Main Library at Six Monteith Drive

Name	Capacity
a. Community Room	140
b. Board Room 1	25
c. Board Room 2	25
d. Computer Lab	10

Study Rooms

a. Study Room 1	4
b. Study Room 2	4
c. Reference Conference Room	8
c. Quiet Study Room	8

Barney Library at 71 Main Street

a. Hoppin Gallery	100
b. Studio Space	40

Fee Schedule

Room or Service	Farmington non-profit or civic groups	Farmington for-profit OR non-Farmington groups
Community Room / Hoppin Gallery	\$50.00	\$200.00
Board Rooms /J. Room/ Barney Program Room	\$0.00	\$100.00
Study Rooms (tutors excluded)	\$0.00	\$50.00
Coffee Pot / Projector, Microphone (in addition to room rental)	\$5/\$25	\$5/\$50
Setup & Breakdown of tables and chairs	\$50	\$50
Computer Lab	\$100	\$200
After Hours Room Use	\$200	\$200
Failure to Clean-up (including trash) Fee	\$50	\$50
Sunday Rates: Barney/Main	\$600	\$800
	Total Fee (Due at time of booking):	

Kitchen facilities (*Main Library Only*)

a. The Community Room kitchen – sink, stove/oven, microwave, dishwasher and coffee pots also available.

b. Limited kitchen facilities available at Barney

II. Application for Use

- A. Library facilities other than public meeting 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 times determined by the Executive Director in consultation with the Library Board of Trustees.
- B. Meeting rooms are available for use during Library hours. Special requests for before or after hours use of the Community Room or Hoppin Gallery should be made at the time of the reservation.
- C. Library-sponsored events receive priority in scheduling. Availability of the meeting rooms at all other times is on a first-come, first-served basis. All bookings are subject to the approval of the Executive Director.
- D. The library will accept meeting room reservations six months in advance of an event. Exceptions may be made by the Executive Director or the director of the department booking the reservation.
- E. All groups and organizations who charge participants a fee, regardless of non-profit status, are subject to the rates and fees applied to for-profit organizations.
- F. Reservations will not be accepted for a series of meetings that designate the Library as a regular meeting place for more than six meetings each calendar year unless an exception is granted by the Executive Director.
- G. Written application for each date must be signed and returned to the Library for approval.
- H. Staff members assigned to schedule meeting rooms and the Assistant Director, in consultation with the Executive Director, are authorized to determine the appropriate use of the room. Contact for flref@farmingtonlibraries.org further information.
- I. The library reserves the right to revoke any booking with a two week, written notice to the reserving party.
- J. Meeting rooms are not available for rental for private parties (ie. Birthday parties, holiday parties).
- K. All groups and individuals wishing to book a room for a music recital are subject to the fee requirement for that room.

III. Fees

- A. Appropriate fees for the use of the room and its equipment are applied to all bookings.
- B. Cancellation by groups/individuals: All cancellations for room reservations must be made in writing and received no later than fifteen (15) calendar days prior to the event date. If an event is cancelled less than fifteen (15) days prior to the scheduled event date, a 25% cancellation fee will be assessed.
- C. Farmington based nonprofit and civic organizations are exempt from the fee payment. The individual making the room reservation on behalf of the nonprofit or civic organization must present a valid Farmington Library Card to qualify for this exemption.
- D. All condominium associations are subject to the fee requirement, regardless of nonprofit status.
- E. Donations to the Farmington Libraries, a tax-exempt 501(c)(3) organization, are welcomed. Information is available at the time the room is booked.

- F. Users of the meeting rooms before or after Library hours will be charged \$200 for up to a maximum of four hours or any portion thereof payable at the time of the booking. If users stay longer than scheduled, this additional fee will apply and the user will be billed.

IV. User Responsibilities

A. Groups using the meeting rooms are responsible for any loss or damage to the facility or its equipment. Any group or user violating these rules may be asked to leave and/or denied future use of meeting room space.

B. Groups, individuals or organizations using a Library space must designate a representative to be responsible for assuring proper use of the library and its equipment. The representative's responsibilities include but are not limited to the following:

- Setting up and take down of all chairs and tables.

- Proper supervision of the room and its audio visual equipment

- Assuring that no alcoholic beverages are served without the prior written permission from the Executive Director.

- Assuring that the room is restored to the same condition in which it was found

- Assuring payment of any costs arising from any damage or loss during use

- Assuring that all in attendance comply with the Library's no smoking policy

- Assuring that no materials are affixed to the Library walls with tacks, tape or other material that can damage the surface

- No fire sources including lit candles may be used.

- Assuring that no trash or other materials are left behind or stored before or after a meeting.

V. Additional Guidelines Governing the Use of Library Meeting Rooms

A. The library reserves the right to seek references of any group before booking the room.

B. No Library room may be used for the purpose (direct or incidental) of identifying prospective customers, targets or leads for future solicitation. (*Exceptions may be granted by the Executive Director*).

C. No Library room may be used to host a sales meeting or other commercial activity or an event at which the host intends to charge for admission. (*Exceptions may be granted by the Executive Director*).

D. Any group approved by the Executive Director to host a meeting otherwise prohibited under paragraphs B and C of this section shall be charged a percentage of revenues realized from the meeting or event, in addition to normally applicable reservation fees.

E. Nonprofit or civic organizations using a Library room may invite attendees to sign an attendance sheet, provide contact information or otherwise indicate an interest in joining the organization.

F. Meeting rooms may not be used for activities that are likely to disturb regular Library functions. The Library expects organizations to be considerate of Library users and activities. The Library reserves the right to deny space to meetings that are likely to become disruptive to normal Library operations.

G. Groups expecting a large attendance should encourage attendees to park in the High School parking lot at the top of Monteith Drive at times when school is not in session.

H. For events outside of regular Library hours and for events where wine is served, a Certificate of Insurance in the amount of \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage is required. This may be obtained from the user's insurance agency and must be provided before approval of the reservation request. The Farmington Libraries, FVGLA, Library

Board of Trustees, Executive Director and staff must be named as primary or additional “Insured” on the Insurance Certificate for the time the space is requested. If alcoholic beverages are served and not sold, host liquor liability coverage shall be included under the Comprehensive general liability policy.

I. Alcoholic beverages may not be sold.

J. To the fullest extent permitted by law, you agree to indemnify, hold harmless and defend the Farmington Village Green and Library Association (FVGLA), the Library Board, their Executive Director, employees, volunteers and agents from any claims, damages, losses, costs, and expenses (including attorney's fees and other litigation costs), which arise in connection with your use of the Library facilities.