



PROGRAM ROOM USAGE POLICY

Statement of Purpose

Providing community access to the program rooms and other gathering spaces is an extension of Library's services. The Essex Library Association Board of Trustees established this policy to foster the use of Library rooms and spaces that reflect the educational, cultural, social, and recreational role of the Library in the community. Designated spaces are made available to the public on an equitable basis regardless of the beliefs or affiliations of the individual or group requesting their use and in accordance with Article VI of the American Library Association Library Bill of Rights; on the condition that and with the understanding that such use of Library spaces shall not and does not in any way constitute an endorsement of the group's policies or beliefs by the Library.

Availability and Application for Use

There are two program rooms available for use by local community organizations for non-commercial activity. The rooms are not available for commercial purposes and may not be reserved by individuals or organizations for private parties or functions.

Main Program Room (Maximum occupancy 45)
1889 Society Room (Maximum occupancy 15)

At the discretion of the Executive Director, Library program rooms may be made available to commercial and non-commercial entities, including non-profit organizations (e.g. private schools, cultural organizations, public discussion forums), who wish to present programs or information sessions on topics of interest to the general public. However, fundraising, admission fees, sales of merchandise or services, business solicitations, direct promotional activity or "sales pitches" of any kind are not permitted. Under no circumstances shall the sponsor of a meeting open to the public require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation.

Other than designated program rooms, Library facilities, including outdoor spaces, may not be used for events by outside groups. The Library reserves the right to host Library-sponsored events in and at the Library facilities at any time.

Meeting rooms are available for use during Library hours only. Special requests for before or after hours use of program rooms will be considered on an individual basis. A charge may be levied for before and/or after-hours use of the facility. Under certain circumstances, the Library may request a certificate of insurance be obtained by the group.

Library sponsored events receive priority in scheduling. Availability of the program rooms at all other times shall be on a first-come, first-served basis.

Organizations requesting use of the program rooms should submit a written request on the appropriate form at

least two weeks prior to the event.

Groups may not use the Library as their permanent, established meeting space or consider the Library their basis of operation for mailing, publicity, fundraising or contact purposes.

There is no fee for the use of meeting rooms during Library hours. However, donations to the Essex Library Association, a 501(c) (3) organization, are welcomed and encouraged.

General Rules for Program Room Use

Groups using the meeting rooms will be responsible for:

- Proper supervision
- Restoration of the room to the same condition in which it was found
- Costs arising from any damage or loss during use
- The group's contact person is to be identified in advance by the group to Library staff, and must be present at the program at all times during after-hours use.

- Smoking is not permitted anywhere in the Library building or on Library property.

- The kitchen area may be used and should be left in the condition in which it was found.

- Community groups and their attendees may not have or consume alcoholic beverages or cannabis products in the Library or on Library grounds.

- If a group requires the Library's audio-visual equipment, the user must be thoroughly trained in advance and will be held responsible for any damage to hardware or software.

- Storage of materials at the Library before or after the reserved time is not permitted. No material may be affixed to wall surfaces.

- Telephone messages will be taken for meeting room attendees only in emergency situations.

- The Library reserves the right to seek references for any group before booking the room.

- Anyone violating these rules may be asked to leave and/or denied future use of the facilities.

The Essex Library Association, the Library Board of Trustees and their employees and agents are not liable for any claims arising from the use of the Library meeting rooms.

- The Library Director is authorized to determine the appropriate use of the program rooms based on this policy and may approve or deny their use. In case of denial of use, appeal may be made in writing to the Board of Trustees via the Board's President.

V. If program room use is approved, the applicant is required to adhere to all Library policies. (Library policy manual available on request)

VI. The Library Board reserves the right to amend this policy at any time.

Approved by the Essex Library Association Board of Trustees April 24, 2024