

Policy: 402  
Subject: Meeting Rooms  
Reviewed: 10/26/2004, 04/05/2010, 09/28/2010, 10/10/2012, 08/05/2013, 12/09/2014  
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1. The meeting room facilities are available for use by local community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Milford Public Library.
2. Priority is given to meetings or programs of the Library Board of Trustees, library-sponsored meetings or programs, and library-related meetings or programs.
3. Use of the library meeting rooms does not imply endorsement by the library staff or Board of Trustees of the viewpoints presented.
4. The following uses of the meeting rooms are excluded:
  - a. Private social functions
  - b. Programs which are not suitable for the library's physical facilities
  - c. Programs or gatherings which present a clear and present danger to the welfare of the participants, library staff and patrons, and/or the community
  - d. For-profit groups soliciting or selling products or services
5. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service, civic, public or cultural organizations with the specific permission of the Library Director.
6. Reservations to use a room must be made online at [www.milfordlibrary.info](http://www.milfordlibrary.info).
  - a. The reservation must be placed by a Milford Library cardholder in good standing.
  - b. After completing the online reservation, a confirmation that the request has been received will be sent to the email address entered into the request form.
  - c. Staff will review the request within 2 business days. If the request is not in violation of this policy, an approval will be sent to the email address entered into the request form. If a reservation request cannot be approved, an email will be sent to the email address entered in the request form, with reason for the denial.
7. Community Room
  - a. Attendance is limited according to meeting room and seating arrangement. No more than 75 people with chairs only, no more than 46 people with tables
  - b. Room setup is to be completed by library staff only.
    - i. The room will be set up by staff according to the option chosen when making a reservation.
    - ii. The library must be notified of any changes to room setup, anticipated attendance, and/or equipment needed at least 48 hours prior to the reservation. Changes after this time cannot be accommodated.
  - c. Single Meetings: reservations must be made at least two weeks in advance of the desired meeting date.

- d. Monthly Meetings:
    - i. Reservations for monthly meetings may be made up to one year in advance.
    - ii. Groups may not reserve the Community Room more than once in any 30 day period.
    - iii. If a recurring reservation is not used two times consecutively, all remaining reservations may be cancelled.
    - iv. Weekly meetings cannot be accommodated.
  - e. Cancellation: Groups may cancel their reservation online using their confirmation number.
  - f. A deposit of \$75.00 must be received by the library at least one week in advance of an approved meeting. Checks may not be left on file for longer than six months. The library reserves the right to charge an additional fee if damage repair/replacement exceeds the deposit fee.
    - i. The deposit shall be refunded on the next day the Library is open provided no reason for forfeiture has been discovered. Community Room users are responsible for picking up their deposit at the library or must leave a self-addressed, stamped envelope.
    - ii. Reasons for forfeiture of deposit shall include but not be limited to:
      - 1. Violation of Meeting Rooms policy
      - 2. Facility left in disorderly, unclean, or damaged condition
      - 3. Deposit may be forfeited if room users leave more than 15 minutes beyond the agreed upon check-out time.
8. Group Study or Tutorial Room
- a. Group Study A and Tutorial Room 1 are available for reservation. Group Study B and Tutorial Room 2 are available on a first come, first serve basis only.
  - b. Attendance is limited according to meeting room and seating arrangement.
    - i. Group Study: no more than 12 people.
    - ii. Tutorial Room: no more than 3 people.
  - c. Food is not allowed in these rooms.
  - d. Single Meetings: reservations should be made at least 24 hours in advance of the desired meeting date.
  - e. Monthly Meetings:
    - i. Reservations for monthly meetings may be made up to one year in advance.
    - ii. Groups may not reserve the Group Study or Tutorial rooms more than two times in any 30 day period.
    - iii. If a recurring reservation is not used two times consecutively, all remaining reservations may be cancelled.
    - iv. Weekly meetings cannot be accommodated.
  - f. Cancellation: Groups may cancel their reservation online using their confirmation number.
9. **Meeting rooms may be booked during regular library hours, and may extend beyond the library's regular closing time only by prior arrangement and for an**

**after hours fee paid at the time of application. Meeting room use cannot extend beyond two hours after closing.**

- a. Organizations meeting after library hours must vacate the premises by the time stated on the initial application. Failure to do so will result in the organization being charged for the additional time (in 1 hour increments).**
  - b. The current after hours fee is \$75 per hour or any part of an hour.**
10. Organizations should notify attendees to park in the Library's South parking lot.
11. Community Room Kitchenette use, if requested, is limited to storing food in refrigerator or preparing coffee or hot water. No food may be cooked or prepared on site. The library does not provide supplies such as cups, coffee, tea, etc.
12. Regulations for use of the meeting rooms (in addition to General Patron Behavior Policy)
- a. No smoking or tobacco product use
  - b. No alcoholic beverages
  - c. Rooms and Kitchenette should be left in a clean and orderly condition
  - d. All equipment and small appliances should be left unplugged
  - e. Nothing should be attached to the walls, ceiling, floor, furniture, equipment or doors
  - f. Child care service for the children of persons attending meetings is not provided by the library. Meeting room attendees may not leave children under eleven years of age unattended in the library, in accordance with library policy and local ordinance.
  - g. Organizations may not use the name, telephone number, or address of the library except for notification of location of a specific meeting. The library cannot receive non-emergency calls or take messages for individuals or organizations using the meeting rooms
  - h. Promotion of non-library sponsored events must not imply library sponsorship or endorsement
  - i. Organizations must comply with all applicable laws, ordinances, rules and regulations.
  - j. All organizations agree to hold the library, Library Board of Trustees, and library staff harmless from any loss, damage, liability, costs and/or expenses that may arise during or to be caused in any way by the use of library facilities.