

Middlebury Public Library Larkin Room Policy

The Middlebury Public Library maintains a meeting room primarily for library-related activities. Programs may be sponsored or co-sponsored by the Library in order to accomplish its mission and to provide educational, informational, charitable, and cultural opportunities for the community. When the room is not needed for library activities, nonprofit organizations serving the Middlebury community may request use of the Larkin Room for educational, civic and/or cultural programs intended for and open to the public.
No commercial or private use of the Larkin Room is permitted.

Reservation Policies

Library functions have priority for use of the Larkin Room, and the library reserves the right to preempt non-library use. Library use may include meetings of town departments or agencies or use by elected officials representing Middlebury.

The Library reserves the right to limit the number of times a single group may reserve the meeting room during a continuous 12-month period based on the calendar year.

A written application must be made at least one month in advance unless the Library Director permits a shorter period. Applications will not be accepted more than one year in advance.

A Certificate of Insurance is required by the Town of Middlebury as part of the Application.

At the time of registration, a group representative will be given a list of rules and regulations with which the group must comply. A signed copy of the Guidelines will be kept on file. Providing use of the meeting room does not constitute an endorsement of a group's policies or beliefs.

An adult must contract for use of the meeting room, and adequate adult supervision must be provided for juvenile and youth groups.

The library requires a \$100 security and cleaning deposit for use of the Larkin Room. This deposit must be submitted upon acceptance of an application and will be held until determining that the facilities are left clean and orderly. If, in the opinion of the Library Director, the room has not been satisfactorily cleaned, the library will retain the security deposit as compensation for the Town of Middlebury cleaning costs.

Any meeting, activity, or event must end no later than 7:30 p.m. unless prior approval is granted. No use by non-library organizations will be permitted on Saturday evening or on Sunday.

Maximum capacity of the Larkin Room is 100. The library reserves the right to deny requests for use of the room, or cancel a reservation which has been made when attendance of more than 100 can reasonably be expected.

Guidelines

Neither mandatory monetary collection nor the charging of admission may occur unless related to fund-raising for the library and approved by the Library Director.

Items may be sold only with permission of the Library Director. No soliciting is allowed.

In accordance with Connecticut State Law, no smoking is allowed. Alcohol may not be served during the library's hours of operation.

Groups are responsible for arranging, setting up, and putting away furniture within the reserved time.

Kitchen facilities are limited and must be left in a clean, orderly condition.

The library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by an individual or group used in the Larkin Room.

The organization will be responsible for any damage to library equipment or premises. Such damage shall be reported promptly to the Library Director, who will arrange for professional cleaning or repairs, the cost of which will be borne by the organization.

The organization agrees to pay for any damage to library property resulting from the conduct of any person attending the meeting. The library may refuse use of the meeting room by any group whose members have been disorderly or otherwise fail to comply with Library Policy and Procedures.

The organization will not hold the library responsible for compensation for any injuries to persons or property caused in connection with use of the Larkin Room.

The following statement of sponsorship must appear in all advertising and press releases: ***This program is sponsored by (name of organization) and will be held in the Larkin Room of the Middlebury Public Library, 30 Crest Road, Middlebury.***

In all advertising and press releases, it must be made clear that the sponsoring organization must be contacted directly for information regarding the meeting, and a contact name and telephone number must be provided.

The library bears no responsibility for the content of any meeting not sponsored by the library, and any advertisement of the meeting must include a disclaimer of library responsibility. The library does not bear financial responsibility for any such programs.

In case of emergency, meeting participants must exit the building immediately.

Supervision and Responsibility for Order

The organization using the Larkin Room is responsible for supervising the meeting and for ensuring that meeting attendees adhere to the Library's Code of Conduct. Meetings that interfere with the normal library use will not be permitted.

Failure to comply with the Library Policies and Code of Conduct will result in cancellation of the event and/or denial of future requests for use of the Larkin Room.

This policy is subject to continuous review.

Reviewed by Town Atty. on September 27, 2013

Adopted on

Rules & Regulations of Larkin Room, Middlebury Public Library

Please help keep this room clean, neat, and ready for use by the next organization.

1. The **Library** has a first priority on the use of the **Larkin Room**.
2. All bookings must be made through the **Library Director** on a first come, first served basis for only Middlebury residents.
3. A **Certificate of Insurance** is to be presented to the **Library Director** prior to the use of the facility.
4. The **Audio Visual Equipment** located in the **Larkin Room** is the property of the **Middlebury Public Library** and shall not be used by any organization without the prior written consent of the **Library Director** or the designated representative.
5. All organizations and groups must supply their own utensils. Please use paper dishes and plastic flatware which can be easily disposed of.
6. **Trash must be removed by the organization at the conclusion of the event.**
7. Nothing is to be left on the counters.
8. No food is to be left in the refrigerator.
9. **NO SMOKING** is allowed in the building.
10. Clean up any spills on stove, refrigerator, and floor.
11. All tables and chairs must be wiped off after each use and be returned to the original positions.
12. Please ask the **Library Staff** for extra trash bags if needed.
13. A **\$100.00 security deposit** is required when renting the facility.
14. Any additional cleaning that is required by the custodian will incur a fee.
15. Please bring your own cleaning materials, soap, dish cloths, and paper towels.
16. Any program involving children is the responsibility of the group leader. Group leaders must arrive 15 minutes before the scheduled event. Group leaders must not leave until all children have been picked up. Under no circumstance should any child be left unattended.
17. Any event serving alcoholic beverages must include on the certificate of insurance Alcohol Liability coverage and hire a police officer through Middlebury Police Department by calling 203-577-4028. Those fees are the renter's responsibility.
18. In case of fire or medical emergency, a telephone is located at the **Reception Desk of the Library**. All exits are clearly marked.

Any and all emergencies should be reported to the Library Director as soon as possible following evacuation of the building.

Middlebury Public Library Larkin Room Application

Name of Organization: _____

Pres./Chair _____ Phone#: (wk) _____ (hm) _____

Address: _____

Name of authorized person making application: _____

Address: _____

Phone#: (wk) _____ (hm) _____

Meeting date: _____ Convene: _____ Adjourn: _____

Title of Program: _____ Speaker's Name: _____

Kitchen facilities will: _____ will not: _____ be needed. Anticipated attendance: _____

***Please note:** Organizations using the Larkin Room are responsible for setting up and taking down chairs, tables, and other equipment used during their meeting. They are responsible for seeing that the Larkin Room and kitchen are left in neat, clean condition.

The facility is open from 10:00 a.m. to 5:00 p.m., Monday, Wednesday, Friday; 10:00 a.m. to 8:00 p.m., Tuesday, Thursday; 10:00 a.m. to 2:00 p.m., Saturday. The building is closed on all legal holidays.

A Certificate of Insurance is required by the Town of Middlebury.

If any special arrangements need to be made, contact the Library Director at (203) 758-2634 or by email at jlorusso@Middlebury-ct.org.

When signed by the Library Director, this application signifies agreement of the organization to abide by the policies and regulations governing use of the MPL Larkin Room.

I, the undersigned, have read the Reservation Policies and Guidelines governing use of the MPL Larkin Room and agree to abide by them.

Signature of authorized representative: _____ Date: _____

Deposit check should be returned to: Name: _____

Address: _____ Zip Code: _____

\$100.00 deposit returned: _____ Not returned: _____

Reason for withholding deposit: _____

Confirmation of application should be mailed to: Name: _____

Address: _____ Zip code: _____

Use of MPL Larkin Room on _____ is _____ is not _____ confirmed.

Signature of Library Director _____ Date _____

Send a copy of this application to: Library Director, Middlebury Public Library, Crest Road, Middlebury, CT 06762 with the \$100.00 Security Deposit and Certificate of Insurance.