

## Bristol Public Library System Meeting Room Policy

### I. STATEMENT OF PURPOSE

- A. The Board of Library Directors of the Bristol Public Library System views the use of the meeting rooms as an extension of library services. Reflecting the educational, cultural, social and recreational roles of the library, the rooms will be broadly available to community organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
- B. The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should 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.

### II. AVAILABILITY AND APPLICATION FOR USE

- A. There are four (4) meeting rooms available for public use:
1. Three (3) meeting rooms at the Bristol Public Library (total capacity - 315)
  2. The Manross Room at the F.N. Manross Memorial Library (total capacity - 130)
- B. Library functions will have first priority for use of the Meeting Rooms and the library reserves the right to preempt non-library use. This priority shall apply in establishing future reservations and in canceling previously established reservations. Use of the meeting rooms shall be governed by the following descending order of priority:
1. Bristol Public Library System
  2. Friends of the Bristol Public Library
  3. City of Bristol: Boards, Commissions, Committees, Agencies, and Departments
  4. Bristol non-profit community organizations
- C. The Library Director is authorized to determine the appropriate use of the rooms. Any person or group denied use of the meeting room(s) may be referred to the Board of Library Directors for appeal.
- D. The fact that a group or individual is permitted to use the room does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the City.
- E. Reservations for use of the meeting rooms must be made by an individual at least 18 years of age. Reservations at the Manross Library must be made with the Supervisor of Branch Services by telephone or in person. (An application will be sent which must be completed, signed and returned to the library for approval.) Reservations at the Main Library must be made either by using the online meeting room request system, or by contacting the Library's Programming / Public Relations Manager.
- F. Groups are limited to using a room twelve (12) times during a calendar year.
- G. Reservations for the use of the meeting rooms must be made at least two weeks in advance.
- H. Meeting rooms are generally available for use during library hours.
- I. All events scheduled at library facilities must be free and open to the public.

J. For-profit groups may use the meeting rooms for informational meetings only. For profit groups, as well as condominium and home owners associations, shall be charged a fee of \$40.00 per hour, per room for use of the meeting rooms.

K. Selling or taking orders of any kind is prohibited.

1. No fees, dues, or donations may be charged, solicited, or collected by meeting room users for any programs or exhibits taking place at the library.

2. Fund raising events or solicitation of any kind are not permitted unless sponsored by the Friends of the Bristol Public Library.

3. Meetings planned by a company or individual to promote, advertise, or lead to the sale of a product or service are not permitted. This includes, for example, informational seminars intended to generate future clients for a company or individual.

4. Though the library encourages programs or gatherings of interest to collectors or hobbyists, parties or events that sell consumer goods, such as baskets, housewares, jewelry or cosmetics, are not permitted.

L. Private social events, such as wedding, birthday, anniversary, or graduation parties, are not permitted; nor are family reunions or baby showers.

M. In all advertising and press releases it must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided. One of the following statements of sponsorship must appear in all advertising and press releases:

1. This program is sponsored by (organization's name, followed in parentheses by representative's name and contact information) and will be held in Meeting Room (1, 2, or 3) on the lower level of the Bristol Public Library, 5 High Street, Bristol, CT.

2. This program is sponsored by (organization's name, followed in parentheses by representative's name and contact information) and will be held in the Manross Room of the F.N. Manross Memorial Library, 260 Central Street, Forestville, CT.

N. Under no circumstances shall the sponsor of a meeting require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation.

O. Any group or individual violating these rules may be asked to leave and/or denied future use of the facilities.

P. Groups and individuals are responsible for carrying their own materials and equipment into and out of the building.

The City of Bristol requires some groups who wish to use the meeting rooms to provide an acceptable certificate of insurance to the Comptroller's Office. Only the Comptroller's Office has the authority to waive this requirement. Examples of programs or events requiring insurance might be: those that include demonstrations of, or participating in, any physical activity.

III. THE LIBRARY BOARD RESERVES THE RIGHT TO MODIFY ITEMS IN SECTION II AT ANY TIME IN RESPONSE TO CHANGING CONDITIONS.

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