



## Room Use Policy

The Sandwich Public Library District has four rooms available for use by the public:

1. Public Meeting Room
2. Study Room #1
3. Study Room #2
4. Social Gathering Room

In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter of the meeting or the beliefs or affiliations of the meeting's sponsors. Permission to use Library facilities in no way constitutes an endorsement of any group's faiths or beliefs.

All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

### General Guidelines:

- Preference will be given to Library or Library-related groups for use of these facilities.
- Meeting rooms may be booked only by Sandwich Library District residents or property owners age 18 or older who possess their own valid Sandwich Public Library District card.
- Meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.
- Reservations are required for the Meeting Room.
- The sale, advertising, solicitation, or promotion of products or services is not allowed in library meeting, study, or social gathering rooms.
- Admission fees, fundraising, and collecting donations are not permitted before, during, or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed.
- All meetings must be open to the public without charge. An exception is made for meetings of staff, official committees, commissions, and boards of the Sandwich Public Library District, as well as other governmental bodies which may, when permitted by law, be closed to the public.
- Meetings may not disturb the normal operations of the library or pose a safety hazard.
- The library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

HOURS: Rooms may be scheduled for all hours when the library is open.

FEES:

- Refreshment Deposit: \$40 due seven days before the meeting, which will be refunded if the room and equipment are left in good condition.
- Technology Deposit: \$40 due seven days before the meeting, which will be refunded if the room and equipment are left in good condition.
- There is a \$50/per hour or portion thereof charge for each event outside of regular library hours.

REFRESHMENTS:

- Groups wishing to serve food may offer nonalcoholic beverages and light refreshments only.
- Groups must provide and use table covers for all tables, when offering refreshments or messy activities.
- Groups are required to furnish their own supplies for refreshment service.

RESERVATIONS:

- Public Meeting Room: Can be reserved up to 3 months in advanced, but no less than a week prior to the event.
- Study Rooms: Cannot be reserved ahead of time and are on a first come, first serve basis. There is a 2 hour limit for Study Room Use.
- The library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Director to view the meeting as likely to materially and substantially interfere with the proper functioning of the library or likely to create excessive noise or a significant safety hazard.

PROCEDURES FOR APPLYING A ROOM USE REQUEST:

Room Use Request applications are available at the circulation desk or on the library website [www.sandwichpld.org](http://www.sandwichpld.org) .

RESPONSIBILITY OF USERS

- Any person using a room must have their own valid Sandwich Public Library District card. This cardholder must be present at the library with their valid SPLD card before staff will open the meeting room, and must be present throughout the scheduled meeting or event.
- A cardholder requesting the use of a meeting room must assume legal responsibility for their group's activities in the library. This cardholder must sign the application and agreement and see that the group follows all of the rules and regulations described in this policy. Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.
- The library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any

damage to the library building, grounds, or equipment due to negligence or willful misconduct.