



TORRINGTON LIBRARY

Since 1864

Purpose: Torrington Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment, public education and civic engagement.

Available Meeting Rooms

Room Name	Capacity	AV Equipment Provided
Community Room	115 Seated 6 Tables	N/A at this time
Meeting Room	14 People Seated Only 1 Conference Room Table	N/A

Nonprofit Room Rates

Room Name	Fee
Community Room	\$30 Flat Fee
Meeting Room	\$20 Flat Fee

For-profit Room Rates

Room Name	Fee
Community Room	\$50 for the first two hours. \$20 for each additional hour.
Meeting Room	\$25 for the first two hours. \$10 for each additional hour.

TORRINGTON LIBRARY's Board of Directors adopts the following rules, regulations and fees for public use of meeting rooms and event spaces:

Hours: Reserving spaces is currently limited to library hours only. Library hours are:

- Monday, Tuesday, and Friday 10am-6pm
- Wednesday and Thursday 10am-8pm
- Saturday 10am-3pm (10am-1pm July and August)

Reserving a Room: To reserve a meeting room, please visit www.torringtonlibrary.org. Reservations are accepted on a first-come, first-served basis. Room reservations will be considered if booked two weeks in advance of the meeting date. Please see the meeting room policy when reserving a meeting room. If you have any additional questions, please contact the Library Director at 860-489-6684.

Space Priority: Programs and functions hosted or presented by the library will be given priority. TORRINGTON LIBRARY may cancel a reservation made by a non-library organization or individual, if the space is needed for and emergency related library purposes. TORRINGTON LIBRARY will make every effort to provide adequate notice and will attempt to find the most convenient alternate date or suggest another location. Priority in scheduling use of the Rooms shall be as follows:

- Library sponsored, or co-sponsored programs.
- Torrington City or Community Organizations.
- Groups whose headquarters are in, or who provide services to the residents of Torrington.
- Out – of – region groups.

TORRINGTON LIBRARY has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulations or procedures

Prohibited Activities: Library meeting rooms may not be used for any activity that is incompatible with the library environment or interferes with its operations or is considered to be dangerous to people or property. This may include, but is not limited to:

- Groups creating excessive noise that would disrupt Library service.
- Meetings involving youth under the age of 18 without adult supervision.
- Gambling or any illegal activities or sales presentations for general marketing purpose.

Sales of products or services, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by TORRINGTON LIBRARY are prohibited. Fundraisers sponsored by non-profit organizations will be considered on a case-by-case basis. 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.

Customer Conduct Policy: Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities, including TORRINGTON LIBRARY's behavior policy, and accept responsibility for any and all damages to the library building, contents and equipment (normal wear and tear excepted).

Insurance Requirement: Event Insurance: Large events may require event insurance. A determination will be made before confirmation is approved. The limit for bodily injury and property damage shall not be less than \$1,000,000.00 per occurrence. A certificate of insurance naming Torrington Library and Board of Trustees as additional insured must be submitted to the Library Director two (2) weeks in advance of the event.

Catering: All food and beverages served at events or meetings must be supplied by and purchased from an approved TORRINGTON LIBRARY caterer. Alcoholic beverages may not be served at meetings or events during hours that the library is open to the public. Please speak to the Library Director if you would like an exception made.

Fees and Charges: The library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces.

Restrictions: The library may impose time, place or use restrictions for the meeting rooms and event spaces to ensure that all customers may use the library to the maximum extent possible during regularly scheduled public service hours.

Delegation: The Library Director or his/her designee is granted full authority to make exceptions to this policy as deemed appropriate and to establish the procedures and fees necessary to implement it.

Charges: Room Rentals require a 50% at the time of reservation; balance due on or before the day of the event. Please make all checks payable to: Torrington Library

Booking a Meeting Room or Event Space

- For information about the rooms and details related to their use, please contact the Library Director at 860-489-6684 or jessh@torringtonlibrary.org. Voicemail messages may be left for the Library Director who will return calls as soon as possible. All room or event requests will be reviewed to determine eligibility.
- Meeting rooms are booked on a first-come, first-served basis.
- Meeting room requests can be made up to three (3) months in advance or at the discretion of the Library Director.
- After receiving the request, the Library Director will contact the applicant to discuss the event and add furniture and equipment if required.
- The Library Director will process the room request and provide a confirmation for the room reservation to the applicant.
- A signed copy of a confirmation form and 50% deposit sent to the Library Director guarantees the room reservation.
- An appropriate number of adult chaperones must accompany groups of minors or young children at all times.
- All events scheduled at library facilities must be free of charge.

Recurring Reservations: Groups may request consecutive meetings for three (3) months, but it is at the discretion of the Library Director. A regular booking of the space is prohibited.

Cancellations

- Cancellations should be made at least 24 hours in advance or as soon as possible by calling the Library Director at 860-489-6684. The deposit fee is non-refundable.
- The 24-hour notice is waived for weather-related cancellations. It is the responsibility of the group to check the library's website and Facebook page for inclement weather closings.
- A library representative will make all efforts to call the event host; but it is not a guarantee.

Room Set-up: Room set-up, if required, is the responsibility of the event host. The Torrington Library does not provide materials, such as coffee, cups, napkins, table cloths, etc.

Safety Considerations: A number of safety issues connected with holding events at the library are listed below.

- **Exit Doors**
Egress routes may not be obstructed in any way and exit signs must remain clearly visible. NO EXCEPTIONS.
- **Room Capacity**
The maximum capacity set by law is posted in each meeting room. Exceeding the maximum capacity of a room is prohibited by law.

- ***Candles, Smoke and Open Flames***
Candles, incense or any other smoke or flame-producing device are not permitted in the library. Such devices could easily set off the fire alarm system which would cause the evacuation of the building and summon the fire department.
- ***Decorations***
Decorations used at events cannot obscure exit signs or doors. Nothing may be taped or affixed to any part of the rooms. Glitter and confetti is strictly prohibited.
- ***Electrical Cords***
Use of electrical cords must be approved by the Library Director prior to their use. All electrical cords and cords on any equipment must be taped down by library staff.
- ***Moving Equipment and Furniture***
Fixed equipment or furniture must not be moved without the consent of the events coordinator. Only the events coordinator can arrange any modifications to fixed equipment and/or furniture. Should any equipment or furniture be moved without permission, the group will be held financially responsible for any damage caused. Groups and individuals are responsible for carrying their own materials and equipment into and out of the building.

Clean Up: At the conclusion of your meeting, put litter in the trash container and report any problems that may remain. We ask your cooperation at the conclusion of your meeting:

- Leave the meeting room as clean and as orderly as possible.
- Place all trash in receptacles provided by the Library.
- Report any spills immediately to the Library Director or supervisor-in-charge.
- Remove all personal effects, equipment and decorations.
- Library staff will remove any equipment provided.
- Special cleaning requirements or damage caused during use of a meeting room or event space will result in an additional charge to the user.

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

Advertising: 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:

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 Name] on the lower level of the Torrington Library, 12 Daycoeton Place, Torrington CT.

EFFECTIVE DATE: February 8, 2017