

USE OF THE NEW FAIRFIELD FREE PUBLIC LIBRARY COMMUNITY ROOM

The Community Room of the New Fairfield Free Public Library will be available during library hours for use by New Fairfield non-profit groups of a cultural, educational, civic, governmental, service, or religious nature. Groups that pose potential problems for the library (i.e. police, traffic control, hazard to building) may be denied use of the room.

Preference for use of room given as below:

1. Library/Friends of Library programs
2. Historical Society Programs
3. Local government/school agencies
4. Local non-profit groups
5. Profit making individuals/organizations for informational programs *See additional requirements below

Use of the Community Room outside regular library hours is permitted only when an AUTHORIZED staff member, Library Trustee, or town employee will be on the premises.

Groups using the room must meet following guidelines:

- Membership of the organization must be unrestricted.
- Activity is suitable to the room
- No admission fee may be charged, although a charge to cover materials is allowed.
- Occupancy is limited to 74 persons
- No smoking, cooking or alcoholic beverages is allowed
- A Certificate of Insurance naming the Town of New Fairfield as additional insurer in the amount of \$1,000,000 renewed every year must be provided prior to use**

Groups using the room are responsible for:

- Setting up chairs/tables, etc.
- Returning room to condition as found
- Placing litter in proper containers
- Turning off lights/air conditioning units
- Any damages to library equipment or property

Individuals who wish to use the room for educational programs must:

- Be local resident
- Give information only - No solicitation of services
- May not charge
- May not take attendance
- May display information/business card only for attendees to take if they choose
- Books may be sold only by authors present. **Donations are greatly appreciated and will be deposited in the Library Building Fund account.**
- Individuals are encouraged to contact the Program Coordinator to have the program sponsored/endorsed by Library.

THE LIBRARY RESERVES THE RIGHT TO CANCEL THE USE OF THE COMMUNITY ROOM ON THOSE DATES THAT LIBRARY PROGRAMS NEED TO BE SCHEDULED. A TWO WEEK NOTICE WILL BE GIVEN TO THE ORGANIZATION WHENEVER POSSIBLE.

Exhibits will be limited to a two week period. The exhibiting organization is responsible for setting up, supervising, and removing exhibits at the end of the scheduled time. Exhibits must not interfere with ongoing programs/meetings scheduled in the room.

The library staff/Board of Trustees:

- Shall have access to room at all times
- Shall not be responsible for damages or theft of any material owned by the

All applications are subject to approval of the Library Director or the Library Board of Trustees. Oral or written confirmation or rejection will be provided. The decision by the Board of Trustees is **FINAL**.

NEW FAIRFIELD FREE PUBLIC LIBRARY
APPLICATION FOR USE OF THE COMMUNITY ROOM

NOTE REGULATIONS ON REVERSE SIDE

RETURN TO LIBRARIAN

The undersigned makes application for use of the Community Room on

(date)(s) _____ from _____ to _____

Preparation: (date) _____ from _____ to _____

Clean up: (date) _____ from _____ to _____

Specify activity _____

_____ Number of participants _____

Adult in charge of activity: _____

Telephone: _____

Equipment/Furniture

needed:

Coffee Pot _____

Chairs _____

Projector _____

Tables _____

VCR _____

Name of Organization _____

President/Chairman _____

Date of Application _____

Signature _____

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FOR LIBRARY USE ONLY

Approved _____

Rejected _____

Reason for Rejection _____

Date _____

Signed _____
Director