

**NEW FAIRFIELD FREE PUBLIC LIBRARY
2 Brush Hill Rd., New Fairfield, CT 06812
APPLICATION FOR USE OF MEETING ROOM**

SEE REGULATIONS & INSURANCE INFO BELOW AND RETURN COMPLETED FORM TO LIBRARY.
BY SIGNING THIS DOCUMENT YOU HAVE ACKNOWLEDGED /AGREED TO SAID REGULATIONS

The undersigned makes application for use of the Community Room on

Event date(s): _____ Times: from _____ to _____

Preparation (date): _____ Times: from _____ to _____

Clean up (date): _____ Times: room _____ to _____

Specify activity: _____

Number of participants: _____

Adult in charge of activity: _____

Telephone: _____ Email: _____

Equipment/Furniture needed:

Coffee Pot _____ Number of Chairs _____ Tables _____ Projector _____

Other _____

Name of Organization: _____

President/Chairman: _____

Date of Application: _____

Signature: _____

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FOR LIBRARY USE ONLY

Approved: _____

Rejected: _____

Reason for Rejection: _____

Date: _____

Certificate of Insurance Received: _____

Signed _____
Library Director

USE OF THE NEW FAIRFIELD FREE PUBLIC LIBRARY MEETING ROOMS

The Community/Program Room of the New Fairfield Free Public Library may be available 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

Groups using the room must meet following guidelines:

Membership in 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 depending on room and activity

Smoking, cooking, and alcoholic beverages are prohibited.

A current Certificate of Insurance naming the Town of New Fairfield as additional insurer in the amount of \$1,000,000 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

Any damages to library equipment or property

Individuals/Profit making organizations who wish to use the room for educational programs must also:

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 by the Library.

THE LIBRARY RESERVES THE RIGHT TO CANCEL THE USE OF THE MEETING ROOMS 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 organization

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 Library Director/Board of Trustees is **FINAL**.

Community Room Use and Insurance

Groups/individuals using the Library Community Room must provide one of the following:

1. Proof that the group is considered a municipal or library connected group or library sponsored program and therefore exempt from the insurance requirement. Proof would be a written statement from the Selectman's office that states group is considered municipal.
2. A current Certificate of Insurance naming the Town of New Fairfield as additional insurer in the amount of \$1,000,000 must be provided prior to use.
3. A rider on a group member(s) home owner's insurance policy providing \$1,000,000 in coverage naming the town as an additional insurer for the meeting date(s). (for example, 2 members each show 500K coverage)