

WESTON PUBLIC LIBRARY COMMUNITY ROOM POLICY

As a public service, the Trustees of the Weston Public Library offer the use of its Community Room to civic, cultural, and educational groups and organizations engaging in activities consistent with the library's mission to provide materials, resources, and programs for lifelong learning and enjoyment, and of a non-commercial, non-profit nature. The primary use of the Community Room is for library sponsored programs, and is otherwise limited to programs or events sponsored by Weston residents or employees of the Town of Weston. All programs held in the Community Room must be free and open to the public. Use of the Community Room does not imply Library endorsement of the aims, policies or activities of any group or organization. Fees may apply for room usage.

The Board of Library Trustees reserve the right to disallow the use of the Community room for any purpose incompatible with the overall mission of the library, and that may interfere with the safety of the public or staff.

The library is a smoke-free building.

The Community Room is not available for individual social functions.

Serving of food and beverages in the Community Room are permissible with prior consent of the Library Director or designate. Alcoholic beverages are not allowed.

All reservations for the Community Meeting Room are coordinated by the Library Circulation Supervisor. All authorized sponsors of events held in the library must read the Weston Public Library Community Room Regulations and sign and submit the Weston Public Library Community Room Application in advance. This person assumes responsibility for the conduct of the group during the meeting, and for all library equipment they may use.

Reservations for use of the Community Room will be granted to adults (18 years or older) only.

Library sponsored programs, groups and organizations affiliated with the library, and Town of Weston departments including elected or appointed town committees shall be given priority in reserving the Community Room. Bookings will then be approved in the order received. Bookings may be made up to six (6) months in advance. Efforts will be made to accommodate groups in order to serve the needs of the community.

The library must be notified 48 hours in advance of any cancellation of the use of the room by a group. Any group that does not give the necessary cancellation notice to the library may be denied future use of the Community Room.