

WESTON PUBLIC LIBRARY COMMUNITY ROOM POLICY - REGULATIONS

1. Use of the Community Room for library purposes takes precedence over other reservations, including the right to move reservations to accommodate library programs. In the event the library needs to move a reservation every effort will be made to give as much notice as possible. All events must be free and open to the public.
2. The maximum number of persons allowed in the Community Room is 80, per order of Weston Fire Department. The group or organization takes full responsibility for monitoring the number of persons in the room, and adhering to this limit.
3. For any event held at the library, the Director, the Library Board of Trustees, and/or the Chief of Police may require a police detail in order to maintain public safety. The expense of any police detail required shall be the responsibility of the sponsor of the event.
4. Food and beverages may be served in the Community Room with advance permission of the Director or designate. Each group is responsible for leaving the Community Room as found and for the replacement of lost or damaged equipment.
5. No items may be sold in the library, and no money may be collected on library premises. Exception: authors, artists and performers at library sponsored events may sell their books, art, CDs and other materials with prior approval from the Board of Library Trustees or the Director.
6. Activities or assembly of meeting attendees are restricted to the confines of the Community Room. All meetings are to terminate 15 minutes prior to library closing time. Any meetings extending after the library's public hours must have prior arrangements with the library's custodial staff person, have advance permission of the Director or designate, and will be charged the custodian's overtime rate per hour or any portion thereof.
7. Use of the library's audio/visual equipment is restricted to library programs, library affiliated programs, Town of Weston departments and requires (a) that the person responsible for the group's meeting understands that the group must comply with the Federal Copyright Law and Public Performance Law and (b) the equipment operator must be knowledgeable about the operation of such equipment. The library may refuse permission for use of such equipment if it is deemed that the group does not intend to comply with the Federal Copyright/Public Performance laws or have a knowledgeable operator. Library staff does not provide training or support of equipment.
8. Use of the piano requires: (a) that the individual or group of performers apply to the library's Music Committee (application forms are kept at the Circulation Desk), (b) that the event be scheduled, applicable fees paid, and written application to the Music Committee be submitted within two weeks of scheduling, and (c) that the authorized representative of the individual or group of performers is responsible for any damage done to the piano.
9. Set up of chairs and tables is available only for library programs, library affiliated programs, and Town of Weston Departments. There will be tables and chairs available in the room for all other events to arrange as they wish.
10. The library is not responsible for the loss or damage of an organization's property (or an individual's property in attendance), nor is it responsible for any bodily harm that comes to an individual in attendance, while participating in a program.

11. Nothing may be attached to the walls of the Community room.
12. Neither the name, telephone number, nor the address of the library may be used as the contact or headquarters of a group.
13. The library is not responsible for the cancellation of a reservation in the Community Room in case of emergency that results in closing of the library building.
14. All applications for Community Room use must be made in writing at least 14 days, and no more than six months, in advance of the program. A date will not be finalized until the completed form is received, signed by the Circulation Supervisor, and payment of room fee has been received.
15. The library staff is not available for support services, nor can the library's telephone, fax machine or copiers be used. A public telephone is available for patron use. Coin operated copiers are available during the hours the library is open.

The use of library facilities is subject to the regulations approved by the Board of Trustees. The Board reserves the right to deny use of the Community Room when it views such use to be impractical or inappropriate to the library, or to anyone who abuses the privileges and regulations set forth above.

The interpretation of this policy shall be at the discretion of the Weston Public Library Board of Trustees who may amend this policy from time to time.

APPLICABLE FEES

Library sponsored programs, library affiliated programs, Town of Weston departments – no fee.

Non-profit organizations - \$50.00 per reservation. All non profit organizations must present proof of their non profit status (i.e. copy of their tax exempt number etc.).