Plainville Public Library
Policy on the Use of the Plainville Public Library Building and Conference Room

The Plainville Public Library endorses the American Library Association Bill of Rights, which states "Libraries which maintain reading room, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their belief for affiliations."

Procedures Governing the Public use of the Library Conference Room: __init.

1. Application for the use of the Conference Room is made in writing through the Director. Signer of the Conference Room Application must be an adult with a valid Plainville Public Library Card.
2. The meeting room is available at no charge, for any non-profit organizations directly serving the civic, educational or cultural interests of the community and municipal agencies of the Town of Plainville.
3. Tutors or Local Businesses who would like to use the Conference Room for training or educational purposes may rent the room at the current fee schedule listed on the Conference Room Rental Agreement.
4. There will be no refunds if the event is cancelled less than 24 hours in advance or for no shows. There will be a $25 returned check fee for checks returned by the bank.
5. Meetings are to be scheduled for time periods during the library's open hours and must be concluded 5 minutes prior to closing in order to allow staff sufficient time for the completion of closing procedures.
6. Library programs are given priority.
7. Meetings and programs cannot be held in public service areas, except when designated as a library program.
8. Groups cannot charge admission fees for a Conference Room event.
9. To assure that the Conference Room is available for library purposes, the room may be booked no more than 75 days in advance and may be used no more than once a week by any group or individual on a continuing basis.
10. Library facilities must be left in a clean and orderly condition. Users are responsible for the cost of any repair or damage to the room or equipment.
11. While the library does allow meetings in a series, it will not accept reservation for a series of meetings, which would designate the library as a regular meeting place for any organization.

Denial of Conference Room Privileges: __init.
No group will be permitted to use the Conference Room if that use poses a potential disturbance to the normal operation of the library (e.g. excessive noise, safety hazard or security risks).

Meeting space shall be denied to groups or individuals who:

a. Discriminate in their membership, programs or philosophy on the basis of race, creed, sex or any other qualifier.
b. Request space for partisan political purposes
c. Request space for the purpose of religious services or presentation of religious doctrine
d. Request space for the purpose of private social functions
e. Through, the sale of materials or services at the library, will financially profit from the use of the library
f. Fail to abide by this and other policies, rules and regulations pertaining to use of the library and its facilities and equipment.
g. Comprised of youth under the ages of 18, unless accompanied by an adult.

Disclaimers: **__init.**

Permission for a group to meet at the library does not constitute or imply an endorsement of its policies, beliefs or program by any of the Library Staff or by the Board of Library Trustees.

The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Plainville Public Library, Board of Trustees, Town of Plainville, its officers, agents and employees are not to held liable for any and all claims of injury, including death, damages or loss, which may arise in connection with a meeting held on library property.

Rev. 03/08