

## **Use of Library Meeting and Community Rooms**

Bridgeport Public Library  
925 Broad Street  
Bridgeport. CT 06604

### **BACKGROUND**

The Bridgeport Public Library subscribes to the Library Bill of Rights, adopted and amended by the American Library Association which states "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Granting use of Library facilities does not imply endorsement by the Library of the group, the meeting, or the ideas presented at the meeting.

The City of Bridgeport, Bridgeport Public Library, The Board of Library Directors, the City Librarian, employees, and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using any of the Library meeting rooms or kitchen facilities, and in addition, assume no responsibility for the personal injury (including death) of any individual using the meeting rooms or kitchens.

The meeting rooms may be inspected prior to the date of the meeting. Individuals/groups are encouraged to check a room to make sure that it conforms to desired use. Arrangements and reservations for room(s) must be made with staff approval at the Bridgeport Public Library Branch where the room is located.

### **MEETING ROOM USE POLICIES**

1. Meeting and community rooms in the public library may be used by individuals, community groups, organizations, and businesses whose aims are educational, cultural, intellectual, and recreational (not for private parties) or for civic betterment of the Bridgeport community. Inside the library, there will be NO direct sales of goods or services, except for authors selling copies of their books if the Library Director, before the meeting, grants authors this ability. Meeting rooms are generally available for use during regular Library hours, or after library hours at the Library Director's discretion.
2. Use of a meeting room shall be made by fully completing an application in person or online. Applications must be signed by an individual at least eighteen (18) years of age.
3. All room reservations are on a first-come first served basis. However, Library and Library-sponsored events, and requests from City of Bridgeport officials, always have priority in case of conflict. Reservations for private parties are not accepted.
4. All requests are subject to review by designated Library staff, the City Librarian, and/or the Library Board of Directors. These parties have the right to refuse use of Library facilities. The Library reserves the right to seek references of any group or individual applying for use of meeting rooms. Room use may be denied at any time to organizations or individuals who do not adhere to the meeting room policy. Scheduled programs may be canceled at any time for any reason at the discretion of designated Library staff, the Director, or the Board of Directors.

5. Groups or individuals shall be limited to regular bookings of no more than once a month or twelve (12) times per year at all Library locations collectively (e.g. 9 bookings at one branch and 3 at another constitute 12 bookings). However, groups or individuals may meet more frequently with permission of designated Library staff, the Library Director, or the Board of Directors. Use by clubs or other organizations that meet regularly (first Monday night of the month, for example) is allowed, with the understanding that flexibility is necessary and occasional change of meeting date, time and/or room may be requested by the Library in order to accommodate other groups or uses. The group using a meeting room must assign one person responsible for the proper use of the room in accordance with these guidelines.
6. Educational or training conferences, workshops, planning sessions, etc. may be scheduled. Registration fees for materials or tuition should be collected in advance by the sponsoring organization. These sessions do not have to be made available to the general public.
7. Organizations are responsible for supervising their own activities, including clean-up. Users of the meeting rooms are responsible for the condition of the rooms prior to leaving the Library. A meeting room must be left in the original condition in which it was found, though chairs and tables do not have to be put away. The applicant accepts responsibility for any and all damages to the Library building, contents, and equipment (normal wear and tear excepted). The applicant will be billed for such loss or room damage, and payment must be made promptly. For such loss or damage, we will charge a minimum of \$50.00. Non-payment may result in forfeiture of subsequent Library room usage, system-wide.
8. The organization or individual booking the room must adhere to fire codes regarding the number of persons allowed in the room. All federal, state, and local ordinances, as well as rules of the Police and Fire Departments relating to public assemblies must be strictly obeyed.
9. Meeting room use must not disrupt the regular business of the Library. Applying organizations are held responsible for the preservation of order by those in attendance. All attendees are subject to the Bridgeport Public Library's Rules of Conduct and the Unattended Children's Policy ([bportlibrary.org/code-of-conduct/](http://bportlibrary.org/code-of-conduct/)). Bridgeport Public Library staff will interrupt the meeting if guidelines are not followed. Police or fire protection, when deemed necessary by the City Librarian, must be provided and paid for by the applying organization.
10. Smoking, vaping, or drug use is NOT permitted anywhere in the Library or on Library grounds.
11. Alcoholic beverages are not permitted in the library or on library property without express written permission of the City Librarian. An insurance policy valued at one million dollars (\$1,000,000), covering the date and time of the event, may be required.
12. The Library will provide tables and chairs, and upon request, a laptop, 55" smart screen, speakers, and a microphone and podium. Equipment not specified on the Application Form must be provided by the user and removed promptly following the meeting. Users of the meeting and community rooms must provide their own supplies, materials, paper goods, refreshments, etc.
13. All publicity concerning the meeting or event is the responsibility of the organization. It is not the responsibility of the Library. Publicity should not give the impressions that the Library is a sponsor of the

event. The following must appear on any sign, advertisement, invitation, or other notice or announcement of an event to be held in the Bridgeport Public Library meeting facilities: "This event is neither sponsored nor endorsed by the Bridgeport Public Library." Groups must use their own contact information on any publicity. The Library telephone number, email, or other contact information may not be used.

14. Library staff may publicize meetings/events at their discretion. Organizations may request that one notice or poster be displayed on the Library bulletin board. No flyers or posters may be posted on the Library doors, stairwells, pillars or other places within the Library, on the outside of the building, nor on Library property without prior permission.
15. Decorations, scenery, or signs are prohibited unless prior approval has been received from the Library. Items are not to be taped/nailed/adhered to walls, doors, etc. Decorations must be removed promptly at the end of the event. Flammable materials, pyrotechnics and smoke machines are NOT allowed.
16. Groups may schedule their meetings to begin when the Library opens and MUST vacate the Library thirty (30) minutes prior to the Library's regular closing time.
17. The Library reserves the right to cancel any meeting because of adverse weather conditions or for any other emergency.
18. The City Librarian has full authority to grant, refuse or revoke permission to use the meeting and community rooms.
19. The Teen Room (adjacent to the 1<sup>st</sup> floor meeting rooms) welcomes use by teens & teens only, except by the discretion of the Teen Librarian or Youth Services Librarian. Families with children are welcome to use the Children's Room on the opposite end of the hall; adults are welcome to use the Adult Room on the 2<sup>nd</sup> floor.
20. The person responsible for the program must contact the library 24 hours in advance if they are to cancel or postpone the program, or if they will be 15 or more minutes late. Reaching out to us does not guarantee that you will still have the length of time you signed up for, as other programs may be booked after yours, & will need to set up & start on time. For this reason, programs must end on time. If the individual or organization responsible for the program does not arrive within 30 minutes of the start of their registered program time, & the library was not notified 24 hours in advance, their reserved spot will be forfeited, & future room use may be suspended.

Approved BPL Board of Directors 10/18/95, Revised 11/2004, revised 5/21/08, rev. 10/15/2008, rev. 11/2010 rev. 3//20/18; Approved by the Board of Directors: March 28,2018