

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 and organizations whose aims are educational, cultural, intellectual, and recreational or for civic betterment of the Bridgeport community. Library meeting rooms are not available for the promotion of profit making individuals or organizations (i.e. NO direct sales of goods or services). Meeting rooms are generally available for use during regular Library hours.
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 twenty (21) years of age. The Library will confirm or deny room requests within 3 business days. Photo identification or a valid library card must be presented when completing the application or on the day of the event. Failure to do so, prior to the start of the event, may result in cancelation.
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 the Library staff, the Director, of the Board of Directors.

5. Groups or individuals shall be limited to regular bookings of no more than once a month or twelve times per year, system-wide, regardless of Library location. 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. Rooms may be reserved up to three (3) months in advance and MUST be made no later than ten (10) business days before the meeting although last-minute meetings may sometimes be allowed.
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. 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. Minimum compensation for such loss or damage is \$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 (bport.org). 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 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. Applicants/groups MUST provide their own laptops. 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 legend must prominently 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 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 fifteen (15) minutes after the Library opens and MUST vacate the Library (15) 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.

Approved BPL Board of Directors 10/18/95, Revised 11/2004, revised 5/21/08, rev.10/15/2008, rev. 11/2010
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