

VOLUNTOWN PUBLIC LIBRARY  
PO Box 26 107 Main Street  
Voluntown, CT 06384

ROOM USE POLICY

The Voluntown Public Library has limited meeting space available during non-library hours for individuals and groups within the community engaged in educational, cultural, intellectual, or charitable activities. Use of the area is available to community groups or individuals regardless of the beliefs of those requesting space. The library does not endorse or advocate the viewpoints of room users.

Individuals or organizations may make written request for room use to the Library Director. Room use will be granted on a first-come, first-served basis. Meetings are limited to one time per month for up to three (3) hours in duration; ending no later than 10:00 p.m. Exceptions may be made at the discretion of the Library Director. Library-oriented programs will be given preference for use of the area.

Each organization requesting use of the room must observe the following regulations:

1. Admission fees, sales and solicitations will not be permitted.
2. The areas are not available for private parties or social gatherings.
3. Smoking is prohibited.
4. Maximum capacity, per local Fire Marshall, will be adhered to at all times.
5. The library's computers may not be used during these meetings/activities.
6. Meetings/activities must be arranged at the convenience of the Library.
7. All room use applicants are expected to exercise care in the use of the library's facilities and property and if necessary will assume financial liability for any damage or loss resulting from their use. No tacks, nails, or scotch tape may be placed in or on doors, walls, or furniture.
8. The library is not responsible for equipment, materials, supplies, etc. owned by an individual or group and used in the meeting areas. Storage space is not available.
9. The library will not be able to guarantee the same area/dates/time to groups, organizations or individuals who meet on a regular basis.

10. Any individual/group/organization using the area will be responsible for setting up the area according to its own needs. The library staff will bear no responsibility. Room users must restore the furniture and the room to the order in which it was found. Users are expected to leave the areas and facilities in a clean and orderly condition.

11. When requested, one key will be issued to the applicant for room use. The name of the responsible person should be recorded on the Display Case and Room Use Form. The key may not be copied and must be returned to the library the next day on which the Library is open or deposited in the book drop. The key may not be transferred to another person. Replacement cost of \$100.00 for a lost key shall be the responsibility of the person borrowing it.

12. The Library reserves the right to suspend or cancel room use privileges of any individual, group or organization that fails to comply with the above stated regulations.

Approved Bd. of Directors 08/12/99  
Amended: 10/12/17