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SPACE USAGE POLICY

INTRODUCTION

Consistent with the Avon Free Library's mission "To enrich the community by fostering education through creativity, discovery, inclusivity, and engagement.", designated spaces in the library may be used for community meetings, educational programming, tutoring, and quiet study. Designated areas of the library appropriate for these purposes include the Meeting and Classroom space (capacity 25 with tables & chairs, 40 with chairs only), the Study Room (capacity 6), and the Loft Study Area (capacity 8). These facilities may be reserved free of charge for occasional educational or cultural programming when the requested space is not being used for other library events and programs. These spaces may be reserved by the public for events and programs, but are not intended to serve as space for regular or standing meetings.

MEETING AND CLASSROOM USE

The Meeting and Classroom space at the Avon Free Library has space for a maximum of 25 attendees with tables and chairs, 40 attendees with chairs only and includes tables and chairs.

1. All activities in the Meeting and Classroom space are governed by the Avon Free Library Patron Code of Conduct.
2. Use of the Meeting and Classroom space for educational or cultural programming by non-profit groups or organization is by application only using [\[linked form\]](#). The Meeting and Class Room may be reserved for a maximum of four hours (this may be extended with the approval of the Library Director). Requests may not be submitted more than eight weeks in advance of the event's date. All requests must be submitted at least five business days in advance and will be confirmed within two working days. The library must be notified at least 24 hours in advance in the event of a cancellation. Events that are targeted towards children are permissible, but reservations must be by an adult over the age of 18.
3. Use of the Meeting and Class Room by for-profit entities requires a nonrefundable prepaid fee of \$20 for the first hour and \$5 for each additional hour. In events hosted by for-profit entities, attendees may not be charged admission fees or solicited for donations. Sale of merchandise or services is also strictly prohibited.

4. The Meeting and Classroom space may not be used for religious services, sales promotions, private social functions (such as birthday parties, showers, dances, etc.), or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
5. The Library's Board of Trustees upon recommendation of the Library Director may deny a request for use of the Meeting and Classroom space in cases in which the requester has previously violated the library's Space Policy, in which the planned event has a potential to create a disturbance to other patrons, or in which there are concerns about safety and well-being of library patrons and employees. Denied requests for use of the Meeting and Classroom space may be appealed to the Board of Trustees.
6. The Avon Free Library will not sponsor or advertise for third party users of the Meeting and Classroom space. Except as a designation of location, the name of the Avon Free Library may not be used in any publicity related to the use of the meeting space.
7. Meeting space is available for use only during the Library's normal hours of operation. Programs should be planned so that the meeting space will be vacated at least 15 minutes before closing time. Library staff must have free access to the Meeting and Classroom space at all times.
8. With the approval of the Library Director, food and nonalcoholic beverages may be served by groups using the Meeting and Classroom space but may not be cooked or otherwise prepared in the space.
9. No money may be exchanged for games of chance.
10. Library staff will not move or rearrange furniture or otherwise assist with meeting set up. Meeting space should be left in a clean and uncluttered condition. Tables and chairs and other furnishings should be returned to the positions in which they were found. If staff needs to clean up after an event, the person responsible for the reservation will be charged a clean-up fee of at least \$25. Damage or loss to the meeting space is the responsibility of the applicant.
11. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
12. Meetings must be conducted in such a way as not to disturb library patrons or operations. The Library Director or other responsible staff members may terminate an event due to disruptive conduct.
13. Applicants may use the large television screen/monitor in the Meeting and Classroom space. Staff may orient applicants on the use of this equipment, but will not operate equipment during the event.

14. The applicant accepts liability for either damage to Library facilities or loss of Library property.

15. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.

16. Whenever the library facilities are used, there is the possibility that persons may be injured and may bring legal action against the library and sponsoring organization for personal injury. The library carries a public liability insurance policy to protect the library against such action. Since it is possible that the sponsoring organization may also be sued for such liability, the organization should protect itself by obtaining a temporary insurance policy to protect itself.

STUDY ROOM AND LOFT STUDY AREA

The Study Room is located in the lower level, has space for a maximum of 6 users, and includes table and chairs. The Loft Study Area is located on the main floor, has space for a maximum of 8 users and includes a conference table and seating for 8. These spaces may be used for quiet individual or group study, tutoring, and other meetings.

1. All activities in the Quiet Study Room and Loft Study Area are governed by the Avon Free Library Patron Code of Conduct.

2. Use of the Study Room and Loft Study Area are coordinated through the circulation desk. Users must sign in at the start of their session and sign out when they are finished.

3. Reservations for use of the Study Room or Loft Study Area may be made in person or by phone on a first come, first served basis. In cases where reservations are made in advance, users are expected to occupy the space no more than 10 minutes after the stated start time. If the reserved user does not occupy the space, the reservation will be canceled and the space may be assigned to another user. Reservations may be made up to a month in advance, but user should be aware that to ensure access for the entire community, these spaces are not intended for standing meetings.

4. Groups and individuals may reserve the Study Room or Loft Study Area for up to two hours at the circulation desk. Use of the rooms may be extended for up to an additional two hours if no other group or individual has signed up. Extended use of the

Study Room or Loft Study Area beyond the original two hours may be curtailed if other patrons request use of the space.

5. Although the study room is enclosed, users should refrain from activities that disturb library patrons or operations, including excessive noise. Because the loft study area is in an unenclosed public area of the library, users should be especially aware of activities that may disturb other patrons.

6. The Library Director or other responsible staff members may terminate a reservation due to disruptive conduct. Users may be prohibited from using study spaces by the Library Director in cases of repeated disruptive behavior, violations of the Avon Free Library Patron Code of Conduct, or abuse of the study room reservation system.

7. Food may not be consumed in the Study Room or Loft Study Area. Drinks in enclosed containers are permissible, but users may be charged a clean-up fee if there are spills or if the spaces are left in a littered condition.

Approved by the Board of Trustees on July 30, 2018