



## MEETING ROOM USAGE POLICY

### Policy Statement

The New Canaan Library, Inc. (the "Library") makes its meeting rooms ("Meeting Rooms"), when not required for Library use, available to the public as a community service. In keeping with the Library's Mission to be the information and cultural center of the community, providing meeting space to outside groups is intended to complement the Library's educational and cultural programs while developing cooperative relationships with community organizations.

Users of the Library's Meeting Rooms shall be governed by the terms and conditions of this Policy, the Application to Reserve a Meeting Room (the "Application") and the Library Use and Code of Conduct Policy (collectively referred to as the "MR Usage Agreement"). Certain fee-based Meeting Room rentals ("Fee-Based Meeting Room Rentals") will also require completion of a fully-executed Meeting Room Rental Agreement which will be furnished at the Library's discretion by the events coordinator ("Events Coordinator") when an Application is accepted. Meeting Room booking requests that vary from the MR Usage Agreement may be considered at the sole discretion of the Library.

(for information about smaller Study Rooms, visit our website's ["Policies"](#) page)

## Available Meeting Rooms

MEETING ROOM	CAPACITY	NOTES
Jim & Dede Bartlett Auditorium	200 audience, 60 at tables	Front half of auditorium only
Community Room	100 audience, 50 at tables	Mid-section of Auditorium only
Jim & Dede Bartlett Auditorium and Community Room	325 audience, 150 at tables	Combined front and mid-section of Auditorium
Full Auditorium including Community Room and Kend Kitchen for catering needs only*	325 audience, 150 at tables	Fully Open walls Requires proof of catering license, liquor and temporary food permits
Craig B. Tate Conference Room	35 at tables 50 audience	Can be combined with Bartlett Terrace
Bartlett Terrace	48 people	Can be combined with Tate Conference Room
McLaughlin Meeting Room	15 people	Conference room w A/V
Lydee Hummel Meeting room	8 people	Adjoins with and can be booked concurrently with Tate Conference Room

**\*KEND KITCHEN NOT AVAILABLE FOR INDEPENDENT BOOKING**

### Equipment Available:

Audio/Visual including microphones and screens  
Chairs and rectangular tables

See Meeting Room Application at [newcanaanlibrary.org/meeting-room-requests](http://newcanaanlibrary.org/meeting-room-requests) to view all A/V options. Approved A/V Technician required for larger events.

# Reservation Policy and Procedure

## Policy

Meeting Rooms may be reserved by the following groups or individuals (each, a "Group"):

- A nonprofit organization with an IRC §501(c)(3) determination letter (a "§501(c)(3) Organization"):
- Town of New Canaan Departments and affiliated entities (including the New Canaan Public Schools and the Board of Education) ("TONC Entities"):
- A social club, business association, homeowners' association, civic or community group, sports team or other group that is not-for-profit, but does not have an exemption from Federal income taxation under IRC §501(c)(3); and
- A for-profit entity or an individual not acting on behalf of an entity (a "For-Profit Entity").
- Library use of a Meeting Room receives priority in scheduling. At other times Applications will be processed on a first-come, first-served basis. To accommodate its programming, the Library has the discretion to limit the number of times that a particular Meeting Room is booked over the course of a year by a Group.
- Event activities shall be restricted to those facilities for which the Application has been specifically made.
- The Library has the discretion to deny use of a Meeting Room to any Group.
- A Meeting Room reservation may not be assigned to another Group.

## Procedure

To reserve a Meeting Room, a Group must complete and execute the Web Form Application that may be found online under "Book a Room" on the Library's website. Complete details on individual room offerings can be found on the Library's website. Assistance with, or questions on, the Application, Room Details, and this Policy may be directed to the Events Coordinator via email at [reservations@newcanaanlibrary.org](mailto:reservations@newcanaanlibrary.org). Fee-Based Meeting Room Rental requests are subject to a Meeting Room Rental Agreement which must be obtained from the Events Coordinator directly. The Library reserves the right to seek additional information and references for, and obtain such other documentation (e.g., charitable status, tax exemption evidence, insurance certificates, evidence of permits) from, any Group seeking to reserve a Meeting Room. The Library reserves the right to deny or reject a Meeting Room Reservation request for any reason or for no reason.

All Groups who seek to rent a Meeting Room must also complete a Fee-Based Meeting Room Rental Agreement which will be provided once a qualified application has been received by the Events Coordinator. Questions may be directed to [reservations@newcanaanlibrary.org](mailto:reservations@newcanaanlibrary.org).

**SCHEDULE OF RENTAL RATES FOR MEETING ROOMS:**

MEETING ROOM	RENTAL RATE	CUSTODIAL CHARGE
Jim and Dede Bartlett Auditorium (Front half only)	Regular Rate: \$400 per hour NC Non-Profit Rate: \$200 per hour* *Overtime Rate: 1.5 x hourly rate	\$70
Community Room (mid-section of Bartlett auditorium only)	Regular Rate: \$200 per hour NC Non-Profit Rate*: \$100 per hour *Overtime Rate: 1.5 x hourly rate	\$70
Full Auditorium Booking (includes use of Kend Kitchen as catering/prep area) (1)	Regular Rate: \$1,000/hour NC Non-Profit Rate: \$500/hour  Minimum 4 hour rental	\$140
Craig B. Tate Conference Room	Regular Rate: \$200/hour NC Non-Profit Rate: \$100/hour*	\$35.00
McLaughlin Meeting Room	Regular Rate: \$100 per hour NC Non-Profit Rate: \$50 per hour*	No charge
Hummel Meeting Room (as breakout /extra space with Tate)	\$50/hour	No charge
Bartlett Terrace	Regular Rate: \$200/hour NC Non-Profit Rate: \$150/hour* Overtime Rate: 1.5x hourly rate Max 4-hour limit	\$70

Tate and Bartlett Terrace	Regular Rate: \$400 per hour NC Non-Profit Rate: \$200 per hour* *Overtime Rate: 1.5x hourly rate	\$70
<p><b>*For Meeting Room usage under two hours, there is no rental charge for New Canaan non-profits. Custodial fees, however, will apply.</b></p>		
<p>(1) Kend Kitchen not available for Independent Booking</p>		

**New Canaan Based Non-Profit Rates:** Discounted Rates are available as shown above for New Canaan-based not-for-profit organizations. For purposes of the foregoing, "New Canaan-based-not-for-profit" shall mean 501(c)(3) Organizations with an office in New Canaan or any other not-for-profit Organization located in New Canaan or with at least one of its members resident in New Canaan.

**Town of New Canaan Entity Rate:** Town of New Canaan Entities are not subject to any charges for use of any Meeting Room.

**Payment of Use Charges**

1. A Group shall pay the Library the Rental Rate for the time booked and Custodial Charge at the time of booking the Meeting Room, unless otherwise agreed in a fully executed Fee-Based Meeting Room Rental Agreement.
2. If the cost of clean-up exceeds the Custodial Charge, the Group will be responsible for the prompt payment of the additional amount upon receipt of the Library's invoice for such excess charge.

**Cancellation**

1. The Library may cancel the MR Use Agreement at any time prior to the event booked by a Group. The Library will endeavor to give a Group at least five (5) days' prior notice of such a cancellation, but under extraordinary circumstances (e.g., severe weather conditions), shorter notice may be necessary. In the event of any such cancellation, the Library will refund the fees and Custodial Charge for the booking in full within 10 days of

such notice of cancellation. The Library is not responsible, under any circumstances, for costs incurred by a group for marketing or other expenses related to the use of the rented space. See Fee-Based Meeting Room Rental Agreement for separate terms of cancellation for Fee-Based Meeting Room Rental Room Bookings.

2. At least 48 hours prior notice is requested for the cancellation by a Group of a Meeting Room reservation. Meeting Rooms will be held for 15 minutes after the reservation time begins and may be forfeited after that time. Any prepaid rental fees and Custodial Charge will be reimbursed in full within 10 days of receipt of such notice of cancellation. A Group that fails to show up for a reserved Meeting Room and provides no advance notice of cancellation will not be entitled to a refund of any prepaid rental fees or Custodial Charge. If a Group repeatedly fails to show up for a reserved Meeting Room, the Group will be denied the privilege of reserving a Meeting Room in the future.

## **Rules for Use of Meeting Rooms**

### **A. Usage**

1. Meeting Rooms may only be used for meetings, programs, or events for purposes that comply with the MR Usage Agreement. In addition to such other purposes that may be deemed inconsistent with the MR Usage Agreement, Meeting Rooms may not be used for the following express/implied purposes:

- religious services;
- any political campaign on behalf of a candidate for office or political party
  - political forums or panel discussions of general interest and open to the public relating to a campaign or political topic will be permitted (eg: League of Women Voter debate/forum);
- events which might interfere with the functions of the library staff or the peaceful use of the Library's facilities by its users, or which might endanger the Library's buildings, collections, or other property.

2. The Library reserves the right to impose limitations on the frequency of use of Meeting Rooms by any one Group. In furtherance of the foregoing, no Group will be eligible to reserve a Meeting Room for more than twelve (12) times in any twelve-month period without the prior consent of the Library.

3. No admission fees or other charges may be levied by any Group using a Meeting Room, unless otherwise expressly agreed by the Library.

4. Meeting Rooms may not be used for the advertisement, solicitation or sale of products or services.

5. \*Rates are for regular Library operating hours. Any usage outside regular operating hours will be subject to the overtime rental rate for that space as set forth in the Schedule of Meeting Room Rental Rates shown above.

## **B. Responsibility**

1. An authorized, adult representative of a Group (the "Representative") approved for a Meeting Room will review this Policy and agree on behalf of the Group to abide by its terms and conditions. Agreement to the Terms and Conditions of this Policy on the Library's website shall constitute such Representative's agreement on behalf of the Group.
2. Minors may use a Meeting Room provided the Representative of the Group, who must be an adult, reserves the Meeting Room and supervises and attends the event on behalf of the Group.
3. Only Library personnel or its designees may set up and remove the seating and any audiovisual equipment requested by a Group in the Application for an event. Operation of the requested audiovisual equipment by the Representative or other member of the Group will be permitted at the discretion of Library personnel.
4. The Representative, as well as the Group, will be responsible for any loss or damage resulting from the Group's use of the Meeting Room (including any equipment of the Library provided to the Group), and any ancillary facility such as the kitchen; compensation for any loss or damage is expected to be paid promptly upon receipt of the Library's invoice.
5. The Library is not responsible for loss or damage to any equipment, supplies, exhibit materials or other items owned or used by a Group.

## **C. Publicity**

1. Permission granted to a Group to use a Meeting Room does not in any way constitute an endorsement of the Group's policies, beliefs or activities by the Library.
2. All publicity (flyers, posters, newsletters, press releases and invitations) to be used by a Group for a Meeting Room event must contain:
  - an acknowledgment of the Group's sponsorship of the event with contact information for the Group, including the name and contact information for the Representative of the Group; and
  - a disclaimer, prominently featured, to the following effect: THIS PROGRAM IS NOT SPONSORED BY NEW CANAAN LIBRARY. Failure to comply may result in cancellation of the program.
3. Neither the name of, nor any contact information for, the Library may be used as the address or headquarters for any Group using the Library for meeting purposes.
4. The Library does not promote or publicize non-Library events held at the Library, including on its website, on social media, via e-newsletter, or inside the building.

#### **D. Care and Use of Facilities**

1. Groups are required to abide by the Library's Library Use and Code of Conduct Policy.
2. Attendance will be limited to the maximum legal capacity of the Meeting Room selected. Group must honestly represent the anticipated attendance in the Application.
3. All exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
4. Smoking and vaping are prohibited in the Library and on its grounds, including in any Meeting Room.
5. If the MR Usage Agreement permits the Group's provision of alcoholic beverages, the Group, prior to the event, shall furnish the Library with evidence of the appropriate State of Connecticut Liquor Permit for the event and a certificate evidencing the Group's liability insurance coverage and where requested, naming the Library as an additional insured. The Group shall also appoint the Representative or another adult member of the Group as the "Designated Person" for the event, who shall remain on the premises throughout the event and who shall be responsible for the Group's compliance with all laws and regulations applicable to the provision of alcohol.
6. Burning of any materials in a Meeting Room, including incense and candles, is prohibited.
7. Nothing may be affixed or mounted to the walls of a Meeting Room in any way.
8. Library spaces will be left in good order.
8. Meeting Room use, as with all Library use, is governed by the New Canaan Library Visitor Code of Conduct, located on our website under "Policies."
9. Failure to comply with or meet the letter or spirit of the Policy may cause the Group to be denied the privilege of reserving a Meeting Room in the future.

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Date Effective: February 2023 / Revised April 2024  
Next Review Date: April 2025