

## Room Use Policy



The Simsbury Public Library encourages public use of program and meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment, public education and civic engagement.

The Simsbury Public Library Board has adopted the following Program & Meeting Room Rules of Use.

Rooms are available without charge to the Friends of the Simsbury Public Library, the Town of Simsbury, non-profit Simsbury based groups or organizations whose mission is to specifically benefit the community of Simsbury and all 501(c)3 charitable non-profits with Tax ID #s. (See the Room Use & Fees chart Page 5 for fee requirements for other groups.)

The Board of Trustees authorizes the Library Director or his/her agent to determine the appropriateness of activities. An appeal may be made to the Board of Trustees in writing. In no case shall any organization be permitted access to a room or equipment without prior approval.

Priority for all rooms:

- Simsbury Public Library activities
- Friends of the Simsbury Public Library
- Town of Simsbury, including the Town Manager, Town Departments, all Boards & Commissions and the Board of Education
- Outside groups

Should a conflict arise with a previously scheduled program, every effort will be made to accommodate the affected event.

A Room Use Application must be completed and submitted in order to reserve a room on the lower level. If applicable, the fee must also accompany the completed application.

- Availability of the rooms shall be on a first-come, first-served basis.
- Lower level program and conference rooms may only be reserved 3 months in advance.
- Upper level conference and study rooms may only be reserved 1 week in advance for up to 4 hours per day by calling 860-658-7663, Option 2.
- Rooms that are reserved will be held for 30 minutes. If after 30 minutes there is a no-show and no notice given the Library of a delay, the room will be forfeited to make it available for another reservation.

The Rules of Behavior (PDF) in the Library apply to those individuals using any and all Program and Meeting Rooms. Anyone creating a hostile environment or otherwise found violating the Rules of Behavior will be asked to leave the premises.

Rooms are available during the Library's regular hours of operation or by special arrangement, however, organizations are encouraged to meet during regular Library hours. All organizations using the facility before or after regular hours may incur custodial or staff fees.

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Reservations should reflect time needed for set-up and clean up.

Use of the Library's outdoor area is subject to approval by the Library Board of Trustees which may be requested by completing the Room Use Application, indicating Outdoor Area on the Room Requested line.

Use of the Library's conference rooms is limited to up to 4 hours per day. The Library may leave conference rooms open following an individual's 4 hour use of the room in order to accommodate walk-in reservations.

Granting permission to use a room by a group, organization or individual does not in any way imply endorsement by the Library of any group, organization, individual or ideas expressed at a meeting, program or event.

Rooms are not available for private functions. However, businesses may use the Library facilities for training or seminars at the discretion of the Library Director. A fee will be assessed to the business.

Attendance at all meetings for which no room fee is collected by the Library must be open to the general public and may not be limited to the group or organization's members or specific individuals.

All activities and events, except those of Town Departments, excluding the Library, must be free of charge, and donations, including suggested donations, may not be solicited.

Non-Library sponsored programs, excluding those of Town Departments, may not collect fees or sell items on the premises.

Fund raising activities are not permitted on Library premises, except by the Friends of the Simsbury Public Library.

The Library must not be used as the official address or headquarters of any outside group or organization.

Attendance must be limited to the maximum capacity for each room, as listed on the Room Use and Fees chart on Page 4.

The Library and its Board assume no responsibility for property left on the premises.

Smoking, vaping, the use of open flames and the use of alcoholic beverages are not permitted on Library premises.

### Kitchen Area

- May be used to serve light refreshments
- Each group or organization must provide its own equipment, materials and supplies and the kitchen area must be left in the condition it was found and the area left clean

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Groups or organizations using Library Rooms are responsible for the following:

- Proper supervision of minors under eighteen (18)
- Set-up and breakdown of the room to its original state if a custodian is not available
- Any cost(s) arising from any damage or loss to the Library during use

### Equipment

- Must be reserved at the time of application for room reservation
- A staff member must be present to set-up and lock up equipment belonging to the Library

Individuals seeking special accommodations for events should submit an “Accessibility Accommodation Request Form” at least fourteen (14) calendar days prior to the day of the event.

**Future use of Library Rooms may be jeopardized or refused to groups, organizations or individuals that fail to adhere to these policies.**

**The Town of Simsbury, its employees or agents are not liable for any claims arising from the use of the Library.**

*~Approved by the Library Board of Trustees December 15, 2025*