

## **Community Meeting Room Regulations Ledyard Public Library**

The Ledyard Public Library has two meeting rooms available for public use. Library functions preempt all other reservation requests. The community meeting rooms are available for local community or civic nonprofit organizations, local groups, businesses, and Ledyard residents. Granting permission to use library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

### **1. Availability and application for use:**

- a. Each library building has one meeting room available for public use. The meeting room at Bill Library has a maximum capacity of 55 people and may be used even when the building is closed. The meeting room at Gales Ferry Library has a maximum capacity of 35 people and is available for use only during the library's open hours.
- b. Requests to use the room must be made at least two (2) library business days in advance by an adult 21 years of age or older, who will assume responsibility for any loss or damage to the facility or its equipment. A written agreement of responsibility must be completed and **signed** prior to access being granted.

Reservations for a future date will only be approved up to **ninety (90) days** in advance. Exceptions may be granted, in consultation with the Library Director, for fundraising events sponsored by the Friends of the Ledyard Library.

- d. There is no fee for use of the room or for equipment provided in the room. Admission fees and collections are prohibited.
- e. No fundraising activities will be allowed, except for those benefiting the library.
- f. The individual/group/organization shall indemnify, defend, and hold harmless the Town of Ledyard and all of their respective officers, employees, agents, servants, and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury, any other injury, and loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the group, even if caused by the negligence of the Town of Ledyard or any of their respective officers, employees, agents, servants, and volunteers. A group may be asked to submit a certificate of liability insurance.
- g. Youth groups may use the room if they are accompanied by an adult group representative (21 years or older) who assumes full responsibility for supervision of the group for the entire time they are in the Library.
- h. Local businesses may use the facilities for internal business or staff training.

### **2. General rules for use**

- a. Community groups may use the library's meeting rooms up to two times per month at each location. In addition, groups may reserve space for a series of up to six weekly sessions, up to twice per calendar year at Bill Library and up to four times per calendar year at Gales Ferry Library.
- b. The library recognizes the unique scheduling and spatial needs of certain groups, including homeschool networks, and actively supports their use of library spaces as resources for education and community engagement. For example, when a group is primarily based in the Gales Ferry area and the meeting space at that location is better suited to their needs—with minimal conflict or competition for the space—an exception to standard meeting room limits may be considered. To request such an exception, the group must apply and receive approval from the Library Director. Exceptions may be granted based on the

frequency of overall meeting room use, specific group needs, and alignment with the library's mission to serve the community.

- c. Meetings in the Gales Ferry room must be scheduled to begin and end during normal library hours. Meetings must conclude 30 minutes before the library closes and the meeting room must be completely vacated approximately 15 minutes prior to closing.
- d. Groups or members of the group meeting at Bill Library shall not enter the main library during hours when that portion of the building is not open to the general public.
- e. The group may request the use of available library equipment and should do so in advance of their meeting.
- f. Light refreshments are permitted.
- g. Alcoholic beverages are not permitted.
- h. Smoking is not permitted.
- i. Applicant is responsible for leaving premises clean and in good order, including removing trash.
- j. Use of the room may not adversely affect regular library operations.
- k. Groups may not store materials overnight in the meeting room space.

### 3. Responsibilities of the group

- a. Obtain keys ahead of time if using the Bill meeting room when the Library is closed.
- b. Set up and disassemble chairs, tables, and equipment.
- c. Provide special accommodations for their attendees if needed.
- d. Carry personal equipment in and out of the room.
- e. Fill out the attendance sheet provided by the Library before leaving.
- f. Return keys if borrowed.
- g. Notify the Library in advance if the room is no longer needed.

### 4. Miscellaneous

- a. A Library representative may be present at any meeting or program.
- b. The Library reserves the right to cancel a reservation scheduled to take place on its property for any reason.
- c. The Library reserves the right to refuse additional bookings to any group that fails to comply with these regulations.

Adopted by the Library Commission 10/16/1995  
Revised 10/19/15, 10/16/23, 03/18/24, 6/16/2025