Saxton B. Little Free Library
Programming Room Policy
Approved by the Board 8/22/16

Purpose: The Saxton B. Little Library (SBL) encourages public use of our programming room as a gathering place to engage in educational, cultural, intellectual, or charitable activities. SBL's Board of Directors adopts the following rules and regulations for public use of the programming room.

- ***Space Priority***: Programs and functions hosted or presented by SBL will be given priority. SBL may cancel a reservation made by a non-library organization or individual, if the space is needed for Library purposes. SBL will make every effort to provide adequate notice and will attempt to find the most convenient alternate date or suggest another location should this situation occur. SBL has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulations, or procedures.

- ***Reserving the Program Room:*** Outside groups or individuals wishing to use the programming room must make a reservation with Library staff. Reservations for use of the Programming room may be communicated in person or by e-mail. **Reservations are accepted on a first-come, first-served basis.** Room reservations will not be held until a signed reservation form is received. Reservations by outside parties are limited to two bookings per week.

  Upon reserving the programing room, individuals or organizational representatives will be given the Library Programming Room Policy and Reservation Form and will be asked to sign and return an acknowledgement for that reservation. Use of the room will not be allowed until a signed acknowledgement form is received.

  No fee will be charged for groups wishing to use the programming room.

- ***After Hours Use:*** While the programming room may be used after Library hours, users will not have access to the main Library during those times. *There will be no access to restrooms and water if the Library is closed.* Those using the programming room when the Library is closed will be responsible for turning off programming room lights, receiving and returning keys, and locking the room behind them. (See Key Policy.)

- ***Related Library Policy***: Those using the programming room at the Library and their guests agree to abide by all policies and regulations relating to the use of Library facilities, including SBL's Code of Conduct, Patron Food Use and Patron Behavior Policies (provided upon request) and accept responsibility for any and all damages to the Library building, contents and equipment (normal wear and tear excepted). Any requests for exceptions to these policies such as the use of food in the programming room, must be requested in advance and receive written approval from a Librarian.

- ***Prohibited Activities:*** Library programming room may not be used for any activity that is incompatible with the Library environment or interferes with its operations or is considered to be dangerous to people or property. Sales of products or services, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by SBL are prohibited. Fundraisers sponsored by non-profit organizations will be considered on a case-by-case basis.

Program Room Reservation Form

I. Reservation Process

Reservations are accepted on a first-come, first-served basis, based on the date of the Reservation Form.

Room reservation request can be made be made up to two months in advance by email or in-person. However, a signed Reservation form must be received in advance of the date for the room to be held. Dates for which there is no signed reservation form may be released to those with forms, on a first come, first served basis.

Upon reserving the programing room, individuals or organizational representatives (the applicant) will be asked to sign the reservation & acknowledgement form, thereby accepting the Library's rules and the applicant's responsibilities. Use of the room will not be allowed until a signed acknowledgement form is received. A form must be signed for each occasion of use.

II. Cancellations

Cancellations should be made at least 24 hours in advance or as soon as possible by calling the Library (860.228.0350).

If the Library is closed due to weather or other emergency, any event scheduled for the programming room will be canceled. In this situation, every effort will be made to contact the applicant; however notification is not guaranteed. Announcement of Library closing will appear on the Library's website and local television stations.

It is the responsibility of the applicant to notify their group of cancellations.

III. Applicant's Responsibilities & Programming Room Rules

Room set-up, if required, is the responsibility of the event host.

At the end of use, the Programming room should be returned to its original state. Furniture if moved should be returned and no materials should be left behind. Lights should be turned off and, if applicable, doors should be locked.

If needed, the Library can provide use of television screen and free WIFI access. Library staff may provide limited assistance, but it is the responsibility of the host to assure that their equipment functions and their needs are met.

Applicants and their guests are to abide by all policies and regulations relating to use of the Library (including but not limited to: Code of Conduct, Patron Food Use and Patron Behavior) and accept responsibility for any and all damages to the Library building, contents and equipment (normal wear and tear excepted). Any requests for exceptions to these policies such as the use of food in the programming room, must be requested in advance and receive written approval from a Librarian. The Library will hold no responsibility or liability for events held by outside parties.

For those who wish to reserve the room outside of the Library's operating hours, a photo copy of the applicant's driver's license will also be required.

An appropriate number of adult chaperones must accompany groups of minors or young children at all times. The Library's unattended children's policy will be implemented if needed.

Egress routes may not be obstructed in any way and exit signs must remain clearly visible. Posted maximum room capacity may not be exceeded. NO EXCEPTIONS.

Today's Date:_____

Name:_____

Contact phone & Email: _____

Organization representing: _____

Date Needed:_____

Start AND end time of room request:_____
 (Be sure to accommodate set up and clean up times.)

Estimated number in attendance: _____

I, _____ (name), on behalf of _____
(organization), make the request and understand the policy and rules set forth above for use of the
Saxton B. Little Library's program room. I agree to take responsibility to assure these rules and
regulations are followed. Further, I understand that should these rules and regulations not be
followed, I or my organization may be responsible for damages and may be denied future use of
the Library's Programming Room for a time to be determined by the Library Director and Library
Board. Further, I understand that those at my event are using the space at their own risk, and the
Library holds no liability.

If my request includes times during which the Library is closed, I am aware that I will not have
access to the main sections of the Library, which means there will be no water or restrooms
available. Given the timing for my use, I will also be responsible for the secure holding and return
of a Program Room Key. I shall assure upon my departure that the lights are turned off and the
door is secured. Failure to return the Program Room Key within 24 hours of sign out will result in
a replacement fee of $110.00 and possible loss of future programming room use.

*Folding tables and stacking chairs are available for use. Please see the Library Director with
other questions.*

Signature: _____

Printed Name: _____