

Norwalk Easter Public Library

Subject: Meeting Room Usage

Section: Access, Services & Programs

Board of Trustees Actions:

Approved: February 2013

Last Revision: April 13, 2025

Next Review: April 2028

MEETING ROOM USAGE POLICY

Purpose: The Norwalk Easter Public Library welcomes public use of its meeting room. The room may be used for civic, community, cultural, educational, political, religious, or social activities.

Permission to use the meeting room does not constitute an endorsement of any group's policies and beliefs by the Norwalk Easter Public Library.

Fees:

- Library-related groups, nonprofit organizations, and departments of federal, state, and local government may use the meeting room free of charge. Programs and promotion of library services or by the City of Norwalk-sponsored events will have priority for meeting room use.
- A \$50.00 rental fee is charged for private, social, or political gatherings.
- It is up to the Library Director to give final approval for waiving any rental fee. Organizations may be required to provide evidence of their non-profit status to reserve the meeting room.

Guidelines:

- Individuals must be 18 years of age or older to reserve the meeting room.
- Reservations are offered on a four-month, rolling basis.
- The library reserves the right to cancel a reservation. In the event of an unplanned/emergency library closure, room reservations during the closure may be cancelled. A full refund of the rental fee will be issued.
- Except for library-related purposes, meeting room users may not charge admission, sell products, collect money, request donations, solicit business, or profit in any way. No solicitation for future sales is permitted without prior approval by the Library Director.
- The meeting room may not be booked on a regular weekly or monthly basis.

- Library policies and applicable federal, state, and local laws must be obeyed and the operation of the library is not to be disrupted.
- Promotional materials may not state or imply library sponsorship and may only be distributed or displayed in the meeting room.
- No more than 96 people may occupy the meeting room at one time per fire code.
- Conduct Policy to help ensure a safe and welcome environment for library users.
- Except for library-related purposes, alcoholic beverages, loose glitter, confetti and lighted candles are not permitted.
- The library is not responsible for the loss of private property or for any accidents or injuries that may occur.
- The library will bill for loss or damage of library property or if more than routine cleaning is necessary. Failure to comply with any part of this policy may result in immediate or future denial of permission to use the meeting room.
- If a question or objection is raised regarding use of the meeting room, the Norwalk Easter Public Library Board of Trustees is the final authority in granting or refusing permission.

Adopted by the Norwalk
Easter Public Library February 10, 2003
Revised November 14, 2005
Revised February 16, 2009
Revised October 11, 2013
Revised February 9, 2015
Revised December 9, 2019
Revised April 11, 2022
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