



## **BARRINGTON PUBLIC LIBRARY**

### **Use of Public Meeting Spaces Policy**

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#### **I. Overview**

Barrington Public Library (the Library) makes available the use of its meeting spaces to the community for civic, cultural, and educational purposes. Meeting spaces are not available for personal or social purposes, including, but not limited to, birthday parties, weddings, memorials, or the benefit or use of private individuals, or for fundraising purposes, except to benefit the Library.

The Board of Trustees of the Library subscribes to the tenets of the American Library Association's Library Bill of Rights, Article VI, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." All events held at the Library's meeting spaces must be open and accessible to any and all individuals who may wish to attend.

Use of a meeting room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. The Library may not be identified as a sponsor of the event or group.

Use of the Library's meeting spaces signifies acceptance of all of the terms and conditions of use laid out in this, and any other applicable policy. The Library's meeting spaces are managed by the Administrative Assistant and the Library Director. The Library Board of Trustees reserves the sole right to interpret and enforce this policy.

#### **II. Meeting Space Reservations & Fees**

1. Meeting spaces can be reserved up to 90 days in advance. All requests for meeting space reservations can be made online at [barringtonlibrary.org](http://barringtonlibrary.org).
2. A Certificate of Liability Insurance may be required at the sole discretion of the Library, naming the Library as additionally insured for the event specified herein.

3. The user is responsible for any damages incurred and agrees to indemnify and hold harmless the Library from and against any loss, damage, or liability of any kind arising from, or in connection with, the use of any Library facility by the user or any person in attendance.
4. Priority in scheduling the use of meeting spaces shall be given in the following order:
  - Library programs and events
  - Organizations supporting the Library (e.g., Board of Library Trustees, Friends of the Library, Library Corporation)
  - Town of Barrington and its departments, boards, commissions, committees, including quasi-governmental meetings
  - Local nonprofits, educational, cultural, civic, or social organizations and groups
  - Barrington for-profit groups
  - Non-Barrington for-profit groups
5. The public meeting spaces are available during the Library's normal hours of operation and may be used up to 15 minutes before the Library closes.
6. The Library requires a two-week advance reservation for meeting spaces.
7. A group may reserve no more than two events per month.
8. Individuals under 18 years of age using meeting spaces must provide adult supervision at all times.
9. All publicity for meetings held in the Library must carry the name of the organization sponsoring the meeting. Groups may not use the name or address of the Library as the official address or headquarters of the organization.
10. Equipment and room setup requests must be made at the time of the room request, including:
  - tables and chairs
  - projector and screen
  - podium and microphone

Changes to initial equipment and room setup requests must be submitted a minimum of two business days (Monday – Friday) in advance of the scheduled event date to the Administrative Assistant via email at [reservations@barringtonlibrary.org](mailto:reservations@barringtonlibrary.org).

**The Library cannot accommodate changes to equipment and room setup requests that are submitted less than two business days (Monday – Friday) before the day of the event.**

**Meeting Space Fee Schedule** set forth by the Town of Barrington Town Council  
(Jan 2018)

<b>Meeting Space</b>	<b>Civic/Non-Profit</b>	<b>Barrington Business</b>	<b>Non- Barrington Business</b>
Salem Family Auditorium	\$0	\$150	\$300
Collis Family Gallery - with Kitchen	\$0	\$100	\$200
Collis Family Gallery - split (no Kitchen)	\$0	\$50	\$100
Trustee Room	\$0	\$50	\$100
Residential Properties Meeting Room	\$0	\$50	\$100

This rate covers the first four (4) hours of use.

### **III. Cancellations**

1. If a meeting or event is canceled, the Library must be notified as soon as possible. Any fees paid can be applied to a future room booking. The Library cannot provide refunds.
2. Library rooms will not be available for use in the event that the building is closed due to emergency conditions, inclement weather, or any other unforeseen circumstances. Library staff will do its best to contact the person responsible for the group's reservation as soon as possible after the closure announcement is made. Any pre-paid fees will be applied to rescheduled booking.

### **IV. Use of Meeting Spaces**

1. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of the Library facilities.
2. All meeting spaces must be vacated 15 minutes prior to the Library closing to allow for cleaning and shut down of Library resources.
3. Smoking is prohibited. No lit candles or other open flames are permitted.

4. Those who request AV equipment (projector, microphones, speakers) must be able to operate it without the assistance of library staff during their event. See section VII for details on how to obtain equipment training.
5. Groups may provide their own free-standing promotional and/or directional signage during the event. The Library prohibits groups from attaching or hanging signs, flyers, posters, etc., to any and all library property, including, but not limited to, walls, doors, etc.
6. For non-library programs, all publicity shall clearly identify the name and contact information of the organization sponsoring the program. The Barrington Public Library shall not be identified or implied as a sponsor. **All publicity for the event must include the legible disclaimer “This event is not endorsed by or affiliated with the Barrington Public Library”.** Publicity includes but is not limited to all advertising, flyers, press releases, social media postings, newsletters, and any other method of promoting and marketing the event or meeting.
7. Groups are responsible for leaving the rooms in good order. Groups will be held responsible for all costs associated with the repair or replacement of Library property resulting from breakage or damage caused by group members or any attendees. Groups will also be liable for any unusual expenses incurred by the Library as a result of the meeting.
8. Refreshments may be served in the Residential Properties Meeting Room and the Collis Family Gallery only, and only with prior approval. Groups granted prior approval must use their own supplies and equipment, and leave the area in a clean and orderly condition. No alcoholic beverages may be served.
9. The presenter, not the Library, is responsible for obtaining all rights regarding copying, performance, display, or distribution of materials for the event.
10. The Library is not responsible for security or storage of property owned by groups using the Library, nor is the Library responsible for damage or loss of property of others.
11. The Library Director has sole discretion to determine the necessity of police presence. The group will be responsible to cover any and all costs incurred by the use of police details.
12. Upon arrival, the group must check in with a staff member in the Reference Department.
13. The Library recommends groups arrive at least 15 minutes prior to the start time of the event so that they may adjust the room to their needs.
14. The Library provides a daily schedule of events to each of our service desks. Patrons can check-in with staff to confirm the locations of an event.

15. Groups using the space are responsible for all clean up, including picking up all trash and notifying library staff immediately of any spills or damage to the room or Library property.
16. When the event is finished, staff in the Reference Department must be informed that the room has been vacated.

## **V. Prohibited Uses & Activities**

1. Meeting rooms and grounds will not be available for purely social gatherings.
2. Club meetings or installation ceremonies having secret rituals are not permitted.
3. Classes or demonstrations involving the use of hazardous materials and/or weapons are not permitted.
4. Any illegal activity or uses which advocate or incite illegal activities are not permitted.
5. No physical changes are allowed to rooms except for rearrangement of furniture. No additional furniture or equipment may be used in the rooms without prior approval from the Administrative Assistant or Library Director.
6. The name, address or telephone number of the Library may not be used as the address or headquarters for any group using the Library for meeting purposes.
7. Programs that may disrupt the quiet use and enjoyment of the Library by members of the general public are not permitted.
8. The meeting room(s) and grounds may not be used to hold rallies, demonstrations, or other similar events.
9. Admission fees may not be charged in any of the library's public meeting spaces.

## **VI. Responsibilities**

1. All meeting and events held in the Library must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and Library rules. Children and teen groups must have adult supervision at all times. Failure to comply may result in the meeting or event participants being asked to leave the Library immediately and the group's being prohibited from using Library facilities in the future. Library staff and

security personnel reserve the right to remove any person from Library property for failing to follow patron behavior guidelines or other Library policies and procedures.

2. Meeting room use may be denied to anyone giving false information or failing to comply with this policy. Repeated cancellations may result in future requests being denied. Any group using Library meeting room space must pay for any and all damage to Library property resulting from the group's use. This includes, but is not limited to, walls, floors, grounds, equipment, and furniture. Damage to Library property may result in the group's being prohibited from using Library facilities in the future.
3. The Library is not responsible for loss or damage to non-Library property before, during, or after the meeting or event. The Library cannot supervise exhibits or group displays. At the end of each meeting, all of an organization's property must be removed from the Library.
4. All publicity shall identify the name and contact information of the organization sponsoring the program. The Barrington Public Library shall not be identified or implied as a sponsor. All publicity for the event must include the legible disclaimer **"This event is not endorsed by or affiliated with the Barrington Public Library"**.  
Publicity includes but is not limited to all advertising, flyers, press releases, social media postings, newsletters, and other methods of promoting and marketing the event or meeting.

## VII. Technology

1. Please refer to the Library's website, [barringtonlibrary.org](http://barringtonlibrary.org), for up-to-date information on technology available in each meeting space.
2. The Library does not provide laptops for presenters. Groups needing the use of a laptop with the Library's LCD projectors, must bring their own laptop or tablet and accompanying cords.
3. Support training for Library equipment, including but not limited to all public-facing AV and technical hardware, is available **by appointment** 9:30AM to 4PM, Monday through Friday.

Appointments should be requested two weeks in advance and must not occur on the day of the event. Appointments can be made by contacting a member of the **Library Support Team** by phone or email.

Library Support Team:  
Community Engagement Librarian - Siobhan Egan  
401-247-1920 x7 | [segan@barringtonlibrary.org](mailto:segan@barringtonlibrary.org)

Technology Coordinator - Patrick Elliot  
401-247-1920 x8 | [pelliott@barringtonlibrary.org](mailto:pelliott@barringtonlibrary.org)

## VIII. Use of Salem Family Auditorium

1. Events are limited to hours when the library is open.
2. Admission fees may not be charged in any of the library's public meeting spaces, including the Salem Family Auditorium.
3. No food or drink is allowed in the Salem Family Auditorium, on-stage, backstage, hallways, or in the AV Room.
4. The presenter or group, not the Library, is responsible for obtaining all rights regarding copying, performance, display, or distribution of materials for the event and is responsible for all costs therein. This includes obtaining licensing rights to show films in our Salem Family Auditorium. The Library's Public Performance Site Licenses do not extend to non-library sponsored programs and events.
5. The Salem Family Auditorium is equipped with a T-Coil (Telecoil) compatible sound-system. Headsets for individuals with hearing impairment are available for loan at no charge at the Circulation Department or by asking a staff member during a library program.
6. "Daily Use Mode" equipment – which includes projector, microphones, and speakers – is available for public use. This equipment must be requested at the time of the initial room request. Those who request this equipment must be able to operate it without the assistance of library staff during their event. See section VII for details on how to obtain equipment training.
7. "Production Mode" equipment in the AV Room, including stage lighting and production sound board use, is reserved primarily for Library events and municipal functions.

Production Mode equipment may only be operated by a qualified technician. **The library does not provide this training and library staff will not be available to operate Production Mode equipment for non-library events.** The Library reserves sole right to determine if the production or event requires use of Production Mode.

8. Cables/cords may not obstruct, in any way, walkways, gathering areas, or egress paths.
9. The Library has sole discretion to interpret, adjust, alter, remove, or remediate any items, actions, or general violations of these items, or any observed safety, ADA, or other violations.
10. When the auditorium is being used for a live production or performance:

- I. A Certificate of Public Liability Insurance is required, naming the Library as additionally insured for the event specified herein. The user is responsible for any damages incurred and agrees to indemnify and hold harmless the Library from and against any loss, damage, or liability of any kind arising from, or in connection with, the use of any Library facility by the user or any person in attendance. The Library requires that the user submit this Certificate at least one month prior to the event at the same time that the users submits his or her payment and completed Use Agreement.
  - II. Performance rehearsals are allowed during the hours when the library is open and each rehearsal must be requested independently.
  - III. Theater companies and all other groups shall not attach scenery, stage sets, or any other materials to wall, floors, curtains, or any other Library property. They shall not remove, add, or physically modify; lights, speakers, stage draperies, or any other equipment without prior permission.
  - IV. Storage of scenery and props cannot always be accommodated, and if allowed will be stored during rehearsals and the performance in an area designated by the Community Engagement Librarian or the Library Director.
11. Groups may provide their own free-standing, promotional, and/or directional signage during the event. The Library prohibits groups from attaching or hanging signs, flyers, posters, etc., to any and all library property including but not limited to walls, doors, etc.
  12. Library property stored backstage including ladders must not be used or moved.
  13. Upon completion of the program or production, the Library facilities, including all spaces and equipment used, must be returned to the original condition.

*Approved by the Library Board of Trustees, June 21, 2018, November 17, 2022  
Amendment Approved May 18, 2023*