

## **Gilman Library**

### **Agnes Thompson Meeting Room Policy**

The Gilman Library welcomes the use of its meeting room facilities for social, educational and cultural activities. This includes non-profit, civic organizations and youth groups, as well as municipal departments. They may either be affiliated with the town or offer a benefit to the residents of Alton. These organizations may request donations from those attending the meeting.

Alton businesses may use the room to present programs of civic or cultural interest or for business meetings when no selling, solicitation or order taking occurs. No fee may be charged to attendees attending these programs.

Library programs, meetings and classes shall have priority. Thereafter, requests are considered on a first come, first served basis. The facilities shall be available for occasional rather than a permanent meeting place for any group.

Reservations must be cleared by the library staff far enough in advance to process reservations. Applications for use of the room shall be made available at the library circulation desk. When booking time, groups should include the time needed for set-up and clean-up. The following information shall be provided:

- Name, email and phone number of the person making the request
- Name of the organization (if applicable)
- Approximate number of persons attending
- Date, time and length of meeting

## **General Guidelines:**

**Use of the meeting room must not disturb or disrupt library patrons in the customary use of library facilities, interfere with the staff in the performance of their duties, or endanger patrons, facilities or staff.**

**Applicants must be at least 18 years of age. Those under 18 must have the meeting supervised by an adult from the same organization.**

**No group shall charge admission fees for any function in the meeting room. The only exceptions to this prohibition are fundraising activities to benefit the library and/or the sale of items by authors or artists as part of a library program.**

**Permission to use the library does not constitute endorsement of the aims, beliefs or activities of any individual or organization, or any views expressed in the meeting.**

**Use of the library kitchen facilities is with the understanding that it will be left in the same condition it was found. Storage of any group materials is not allowed.**

**The following is not allowed: smoking, alcoholic beverages, incense, candles or pets, other than service animals. One exception would be animals used in a library sponsored program.**

**The room is not to be used for day-care or babysitting.**

**If it is determined that police protection is reasonably necessary or any damages are made to the library facilities, a fee may be assessed at the discretion of the library director and library trustees.**

**This policy is subject to change at the discretion of the Gilman Library Trustees.**

**Adopted by the Gilman Library Trustees 1980**

**Revised 2014**

**Revised 2022**

# Agnes Thompson Meeting Room

## Sign-Up Sheet

Person making request

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

Date requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Status: Temporary \_\_\_\_ Permanent \_\_\_\_

Date Key received: \_\_\_\_\_ Sig. \_\_\_\_\_

Date Key returned: \_\_\_\_\_ Sig. \_\_\_\_\_

Number Attending: \_\_\_\_\_ Program length: \_\_\_\_\_

Please note:

Meeting room must be left as you found it.

Turn interior lights off on leaving and lock outside door (pull handles to ensure the door has latched properly).

Place key and completed sign-out sheet in book drop at the front door or return to the circulation desk on the next business day.