

# MORRILL MEMORIAL LIBRARY

## PUBLIC MEETING ROOMS

### Rules and Regulations

1. The Meeting rooms at the Morrill Memorial Library are available without charge to local, non-profit groups for educational, informational or cultural meetings or programs. No meeting is allowed that promotes any business or commercial activity. No marketing of any kind is allowed. **All meetings and programs must be open to the public without charge regardless of whether an individual is a member of the organization.**
2. Reservations may be made in person or by telephone, Monday through Friday, between 9 a.m. and 4:30 p.m., at the Director's office. *Groups requesting use of the Simoni or Trustees' Room must fill out an application form provided by the library and must indicate a person of legal age (18) who will be responsible for the room.* The reservation is not confirmed until the written application is completed and returned to the library and approved. If a meeting is cancelled the library must be notified promptly. The individual making the reservation will be responsible for the conduct of the group and the protection of library property.
3. **Use of the Meeting Rooms for Library purposes will take precedence over all other reservations.** Reservations are accepted after July 1 for the following fall, winter and spring. To allow flexibility for library sponsored events, the library administration reserves the right to limit the number of dates any organization may schedule and to reschedule or cancel room reservations. Every effort will be made to avoid such cancellations. As much advance notice as possible will be given.
4. The Simoni Meeting Room is located adjacent to the Reference Department. For that reason we request that all groups using the Simoni Room show consideration for people using the Reference area of the library. Please enter and leave the room quietly. Doors to the Simoni Room must be closed during meetings, but the doors may not be locked because the room provides an emergency exit. When the Simoni Room is not reserved, it may be used by individuals or small groups for quiet study.
5. An amplification system with assisted listening devices is available. Other amplification systems may be used with prior approval but sound levels must be kept low.
6. The small meeting rooms (Study Rooms 1 & 2) may be reserved in advance by Literacy Volunteers only.
7. Attendance must be limited to the capacity of the Meeting Rooms. Groups or organizations using the meeting rooms must follow the instructions of the library or custodial staff at all times in regard to the safe and orderly operation of the library. Groups must leave the building fifteen minutes before the library's normally scheduled closing time. However, groups may stay up to 30 minutes past closing but must arrange to do so in advance and will pay a \$20 custodial fee.
8. Library parking is limited. If the spaces identified as library parking are filled, people attending meetings must park on the street or in the large parking lot behind the Congregational Church across Winter Street. Do not use the spaces reserved for the office building next door during the day time. Do not park in the driveway in front of the Congregational Church.
9. Nothing may be bought or sold nor may any fee be charged except by written permission from the director.
10. Use of tobacco products or alcoholic beverages is prohibited in the library.

11. The library is not responsible for the loss or damage of an organization's property (or the property of an individual in attendance), nor is it responsible for any bodily harm that comes to an individual in attendance.
12. If the library closes because of weather conditions, an attempt will be made to notify people who have reserved rooms. If there is any doubt, call the library. Storm closing announcements will be on the library's telephone recording.
13. The library may not be used as the mailing address for any external group or organization.
14. The fact that a group or organization is permitted to meet at the library in no way constitutes an endorsement of the group's policies or beliefs by the library.
15. The library's telephones may not be used for incoming or outgoing calls except in an emergency.
16. Behavior by any individual which is deemed to be disruptive by the librarian in charge will result in that person being told to leave the building.
17. A television, DVD/VCR, video projector and projection table are available. This equipment must be reserved separately from the room you will be using. The individual making the reservation is responsible for the equipment.
18. Netbooks are available. This equipment must be reserved separately from the room you will be using. The individual making the reservation is responsible for the laptop. For use of the video projector see attached agreement.
19. A kitchen is available for serving light refreshments. It should be left clean and all food should be removed. Spills or other accidents requiring custodial attention must be reported immediately.
20. Only videocassettes or DVDs for which public performance rights have been purchased may be shown in the library.
21. The Board of Library Trustees and the Director of the Library have final authority concerning the use of the meeting rooms and audiovisual equipment. They reserve the right to refuse use of the facilities to meetings and programs that might disrupt library service or not be in the best interests of the library.

**MEETING ROOM HOURS:**

**9:00 A.M. - 8:45 P.M. Monday – Thursday      10:00 - 4:45 P.M. Friday**  
**9:00 A.M. - 4:45 P.M. Saturday (except July and August)**

**Simoni Room**

**Capacity: 75**

**Amplification system, projection screen, projection stand, netbooks video projector**

**Marker board, blackboard, podium, chairs, tables**

**Kitchen - Available if requested. Equipment, utensils and supplies not provided.**

**Trustees Room**

**Capacity: 15**

**Conference table and chairs for eight.**

**An additional table and chairs may be requested**

**Study Rooms 1-2**

**Two small rooms connected with a folding wall**

**Capacity: 4 in each side or 6 total**

**Table and chairs**