

## **Cynthia B. Fox Community Room Policy**

*The Cynthia B. Fox Community Room is a general-purpose meeting room located in the Sharon Public Library and is available for educational, recreational and civic purposes provided that such use does not interfere with regular library services or programs, and that those groups using the room conform to the following rules:*

Sharon Public Library supports and endorses the American Library Association's [Library Bill of Rights](#), which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

In keeping with the role of a limited public forum, public libraries have traditionally provided meeting room space for community groups when space is available. The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board or the Sharon Public Library.

### Community Room Use Requirements:

1. Library programs and sponsored events have priority in the use of meeting room space. The Library Director or his/her designee reserves the right to reschedule meeting room reservations in an emergency situation with a 24 hour notice. Cancellations by the group must be made 24 hours in advance of the meeting date or be forfeited.
2. Reservations of meeting rooms may be made two months in advance, or more with approval by the Library Director. Use is granted on a first-come, first-served basis. Use of the meeting rooms may be limited to once per month for each group, due to limited meeting room space.
3. Groups reserving the room cannot charge admission fees. No donations of money or other property may be solicited or collected from the audience. Groups may not promote sales of services, products, merchandise, materials or other items.
4. The Friends of the Library or Library Foundation are authorized, upon approval from the Board of Trustees to pursue the following: Sales of services, products, merchandise, materials or solicitations for donations for library-sponsored programs or events.
5. As described in number 3 above, commercial use of library meeting rooms is not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise.

During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the attendees, either as part of a pre-registration process or during the program itself.

\*This policy does not apply to artwork exhibited in the Community Room.

6. There is no charge for the use of the Community Room by non-profit organizations during library open hours, (proof of non-profit status may be required.) ***All for profit groups are required to pay a \$50.00 fee per usage***, made payable to the Sharon Public Library.
7. For meeting room use during library open hours, meetings must adjourn 15 minutes before closing.
8. For Meeting room use after library hours, approval and pre-arrangement must be made with the Library Director and custodian. A custodial fee shall apply in accordance with the current contract at time and one half for a three (3) hour minimum. The custodian has the right to accept or deny the request. If the custodian is not available, the DPW will try to find coverage, but it is not guaranteed.
9. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup. Outside groups may not serve alcoholic beverages.
- 10. Tables and chairs and some other equipment available. **The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.****
11. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship or endorsement of their program or organization in their publicity.
12. With prior approval, groups may post signs in library-approved locations.
13. The library is not responsible for theft of or damage to property brought into a library meeting room.
14. An adult age 18 or older must sign the *Community Room Reservation Form*, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
15. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Sharon Fire Department.

#### Community Room Reservations:

1. All groups must complete the Community Room Reservation Form, after reading the Cynthia B. Fox Community Room Policy. No reservation shall be authorized unless payment is made. Checks for custodial coverage should be made out to "***Town of Sharon-DPW***".
2. Application forms are available online through the Sharon Public Library Website under "About/Cynthia B. Fox Community Room" via EventKeeper, our reservation software system. Call the Library if you need help using the system. Once your reservation is approved by the Library, it will appear on the calendar of events. Call the library if you have any questions.
3. The Community Room will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. In the event of such a situation, every attempt will be made to notify the contact person of any group with a reservation.
4. Questions regarding this policy shall be made to the Library Director. The Library reserves the right to refuse the use of the Community Room or cancel any reservation when it deems the action to be in the best interest of the Library and/or the Town.