

Sutton Free Public Library  
Meeting Room Policy

The Sutton Free Public Library makes community space, such as the library's meeting room, available for public use on an equitable basis within the requirements described in this policy, in conjunction with all other established library policies. Entrance into the library constitutes agreement to the conditions set forth in the Library's [Code of Conduct](#) and individual/group failure to adhere to those conditions could result in cancellation of room reservation and/or removal from the library. The library's meeting room is without a door and is next to the children's play area. Room use shall not interfere with normal library activities, such as children at play, and Library sponsored events will always take priority. Permission to use the Library's meeting room does not constitute an endorsement by the Library of the user's philosophy, viewpoint, or objectives. However, the Director and/or Trustees have the authority to deny the use of library meeting spaces to any individuals or groups that fail to comply with the intent and provisions of this policy.

- Maximum capacity of the room is 18 people.
- The meeting room is available for use during library open hours only and meetings must end 15 minutes before the library closes.
- All programs and events must be free and open to the public.
- Use of the following are permissible:
  - Folding tables
  - Stackable chairs
  - HDMI compatible TV
  - DVD player
- Library staff is not responsible for room or equipment set-up and/or clean up.
- The person requesting use of a meeting room will be held responsible for any loss of, or damage to, Library property.
- Any group using the meeting room is responsible for its overall condition after use, including putting away tables and restacking chairs. The floor and counter tops should be without crumbs/debris and trash, if exceeding the confines of provided receptacles, must be removed from the building.
- Rooms may not be used for private events (birthday parties, graduations, showers, socials, etc.).
- Library staff will not be responsible for children while caregivers attend programs or activities. Caregivers are liable for all damages done by children to library facilities or equipment.
- The Library is not responsible for the cancellation of room use in the case of emergency (i.e. storm, power failure), which results in the closing of the Library.

Approved by the Board of Library Trustees February 7, 2024