

## Purpose

The mission of the Forbush Memorial Library is to serve the community as a center for education, culture, recreation, and information. In a desire to fulfill this mission, the library makes its meeting rooms available to all the people in the community. The library upholds the American Library Association Library Bill of Rights:

“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.”

Use of the library meeting rooms does not constitute an endorsement of the organization’s policies or beliefs by the library. If you are interested in presenting a program co-sponsored by the library, please read the [Collaborate with the Library information](#) and [complete the form](#). Alternatively, you are welcome to reserve our community rooms for independent events.

## Description of the rooms

Multi-Purpose Room (MPR; Ground floor, off the Children’s Room)

- 14 feet by 27 feet
- Capacity: 30 people; 30 chairs, 4 tables
- Small kitchenette; suitable for light refreshments
- Audio/visual facilities: DVD projector, flat panel, and wireless internet connection

Vaito Eloranta Room (Top floor; accessible by elevator or stairs)

- 23 feet by 40 feet
- Capacity: 50 people, 50 chairs
- Staff lounge includes coffee pots, sink, microwave, refrigerator, and counter space
- Audio/visual facilities: LCD projector, large tv display that accepts HDMI input, wireless internet connection

Kendig Room (Main floor, accessible by elevator or stairs)

- 13 feet x 25 feet
- Capacity: 25 people; has large table with 8 chairs, 5 arm chairs
- Open to the rest of the Main floor, not enclosed, with decorative fireplace
- Audio/visual facilities: wireless internet connection

Nonfiction Room (Top floor; accessible by elevator or stairs)

- Capacity: 12 people; has large table with 8 chairs
- Open to the rest of the Nonfiction Room, not enclosed
- Audio/visual facilities: wireless internet connection

## Reservations and scheduling

- Preference is given to programs sponsored or co-sponsored by the library.
- All other scheduling will be in the order in which the request is received.
- Applications for use of the rooms may be found on the library's website or picked up at the circulation desk during regular library hours.
- Applications for use of the rooms must be made at least three business days before the rooms are required and may be made up to six months in advance.
- Meeting Room applications require the approval of the library director.
- Rooms may not be reserved for recurring regular meetings (weekly or meetings by any group or organization) except those sponsored, co-sponsored by the library, or approved by the library director.
- No group may consider the library its permanent meeting place or use the library as its mailing address.

## Fees

At present, there are no fees charged for the use of the meeting rooms. The library welcomes a donation of \$25.00 to the Forbush Memorial Library Gifts and Donations Fund.

## Meeting room rules and regulations for independent events

1. Meeting rooms are available to all community groups for meetings and programs with the exclusion of any group that discriminates in its membership, programs or philosophy based on race, color, sex, handicap, or in any other manner forbidden by law.
2. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising other than fundraising that supports the library, unless specifically permitted by the director.
3. Meeting room reservations may be requested only by a Westminster resident.
4. All meetings are open to the public.
5. No fees may be charged for admittance.
6. The contact information of the person signing the application must be included so that he/she may be contacted if the room will be unavailable. The contact person is responsible for letting other people in the group know that the room is unavailable. (Unforeseen circumstances making the room unavailable could be, for example, the library closing because of bad weather.)

7. Each group is responsible for setting up the room (but if special arrangements are required [e.g., tables] advance notice to the library is required), (including arrangement of chairs, tables, etc.) and leaving the room clean and neat. The room must be left as originally found. The group is responsible for providing pens, paper, tape, or any other supplies that are needed.
8. Smoking and alcoholic beverages are not permitted. Facilities for light refreshments are available. Special permission must be given for use of the staff room to service the Eloranta Room or the Multi-Purpose Room and should be requested at the time of application. Each group is responsible for cleaning up any facilities used and for removing their trash. Each group must provide its own coffee, cups, sugar, and other consumables.
9. All meetings held during library hours must end, and the room must be cleared, 10 minutes before closing time.
10. Library programming takes precedence over any booking for either Room.
11. Program activities must take into consideration the noise and activity limits of the library. Physical activities, such as dancing or jumping by groups of people, are not allowed in the Eloranta Room to protect the collections and because of structural strain on the building.
12. Meeting rooms may be reserved for use when the library is not normally open under the following conditions.
  - a. The request must be made at least three days in advance.
  - b. Permission will be granted on the condition that a suitable library representative can be provided to act for the library during after-hour use.
  - c. The Reading Rooms and collections will be closed and not available after hours.
13. All posters, flyers, or other publicity shall be the responsibility of the group using the room.
  - a. Meeting room reservations will not be included on the library event calendar.
  - b. The applicant using the room is responsible for notifying the public of the event/program. The name and contact information of the library may not be used in any publicity for the event/program, except as a designation of location.
  - c. Any publicity to be displayed in the library must be approved by the director. No posters or paper may be attached to any surface in the library.
  - d. All programs, except those sponsored or co-sponsored by the library, must include the following statement in their publicity: "Use of the library meeting room does not imply endorsement by the Forbush Memorial Library."
14. The library will not assume responsibility for children while parents/caregivers participate in library programs or other activities in the library meeting rooms. Anyone using the library meeting rooms must adhere to the library's [Child Safety and Behavior Policy](#), the [Personal Behavior Policy](#), and the town's [Visitor Code of Conduct](#).
15. The approval to use the meeting rooms carries with it the responsibility for the facilities used. The individual who signs the application form assumes responsibility

## Meeting Room Usage Policy



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to report all accidents and damages to a member of the library staff upon conclusion of the scheduled event or as soon thereafter as possible. Further, the person signing the application is responsible for restitution for any loss and/or damage.

16. Failure to abide by this policy and the rules and regulations of the Forbush Memorial Library will result in the denial of subsequent use privileges.
17. The Board of Trustees, the Forbush Memorial Library, or the Town of Westminster will NOT be responsible for personal injury or loss of property that may occur while a library meeting room is used.