

## Meeting Room Use Guidelines

All organizations or persons requesting use of a meeting room should read and understand the guidelines outlined in this document.

In order to request use of any meeting room, library users should visit the Events Calendar on our website and request to [Reserve a Room](#). A [paper form](#) is also available at the Circulation Desk. The person responsible for requesting the meeting should fill out the form.

The Head of Borrower Services or Assistant Director will review the request and be in contact with the person requesting the room within one week. For more information, you may call the library and speak directly with the Head of Borrower Services or the Assistant Director.

### Ames Room:

The Ames Room is our large meeting space and is available year-round for booking. Library staff, the Board of Trustees, and the Friends of the Mystic & Noank Library receive priority. This room is designated as the main space for library programming. Availability is limited, and reservations are required.

Reservations should be made at least one week in advance, but you may do so up to six months before the proposed meeting date. Reservations become final after the Head of Borrower Services or the Assistant Director have confirmed the use of the meeting room with the applicant. The library may deny a meeting request if the proposed meeting conflicts with the library's rules relating to meeting spaces. Please refer to the meeting room use agreement below and our [Code of Conduct Policy](#) for details. In these cases, the Head of Borrower Services or the Assistant Director will reach out to you with alternative options.

An organization or person may use the library's meeting facilities for events or meetings at which attendance is limited to organization members and/or invited guests up to twice per month. These meetings should fall within the library's normal operating hours which are as follows, 10am-7pm Monday through Wednesday and 10am-5pm Thursday through Saturday (10am-2pm mid-June through early September). The library reserves the right to cancel or relocate the meeting to an alternate meeting space for any reason deemed necessary by the library.

Community members may request to use the Ames Room for public discussions, information sessions, or programs that may be of interest to a broader audience. The views and opinions expressed by presenters or meeting hosts do not necessarily reflect the views or positions of the Mystic & Noank Library. Please refer to our full [Mission Statement](#) for more information.

The Ames Room is a large community room designated to accommodate as many people as possible. As a result, the Ames Room cannot be booked in advance for one-on-one meetings. However, if the Ames Room is vacant with no scheduled meetings, library users may request the space. In these cases, permission of the

library staff is required and the Mystic & Noank Library reserves the right to ask library users to vacate the room.

#### Activity Room:

The Activity Room is available for booking smaller meetings. The library prioritizes its own programs and groups of two or more.

Reservations will be approved at the discretion of the Head of Borrower Services or the Assistant Director, dependent upon availability of meeting spaces and size of the requesting group. Thus, the procedure for booking the Activity Room is the same as the Ames Room.

If the Activity Room is vacant with no scheduled meetings, library users may request to borrow the space for small meetings or tutoring purposes. In these cases, permission of the library staff is required and the Mystic & Noank Library reserves the right to ask library users to vacate the room.

#### Meeting Room Use Agreement:

The following should be read carefully by anyone intending to reserve a meeting room at the Mystic & Noank Library.

1. Priority is given to the library thus the library reserves the right to deny meeting room requests or, in rare circumstances, to cancel meeting room reservations.
2. No organization may use the Ames Room for the promotion of any commercial interest, or collect admission fees.
3. The Meeting Room is available for use by groups during regular library hours. All persons using the room must vacate the library at the time of closure. The person signing this agreement will be held accountable for vacating their group before 7pm Mon-Wed and before 5pm Thur-Sat. Special arrangements must be made for use of the library building during non-library hours. It is required that a staff member be present and responsible for the event.
4. All persons using the meeting room must abide by library rules and expectations. No meeting may interfere with normal library operations. The person requesting use of the meeting room is responsible for ensuring appropriate behavior and maintaining the cleanliness of the room while in use by their group. Please see the Library's Code of Conduct Policy for more information.
5. Usage of the meeting room does not guarantee Library sponsorship, nor do presentations reflect the views and opinions of the Library.
6. Artwork in the meeting rooms must not be moved or handled.

7. Any furniture that is moved during a meeting should be reconfigured to its original layout. Please refer to our [room configuration document](#) or ask a staff member for assistance.
8. Alcohol can not be served or consumed on library premises by any groups other than the Mystic & Noank Library. The decision to serve alcohol at Mystic & Noank Library programs and fundraising events is at the discretion of the Executive Director.
9. The Mystic & Noank Library grounds are smoke-free. Please see our Code of Conduct Policy for further information.

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