

## Facilities Use Policy

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), is committed to providing a welcoming and safe facility. This policy defines the appropriate use of public space, including study and meeting rooms. This policy will be applied without discrimination and in the best interests of all library users so that everyone may safely and comfortably use the library facilities.

### Public Zones

The Library reserves the right to create “zones” at **Library’s** operated facilities. These zones designate levels of activity that are acceptable. This activity includes but is not limited to noise, food, and the use of types of technology.

### Public Space and Furniture

Seating and tables are made available to the public for appropriate use while Library operated facilities are open. Availability of public seating and tables is on a first-come, first-served basis. Patrons are expected to use such seating within a reasonable timeframe and with respect to operational hours. Persons are asked to limit the amount of space and furniture they use. Furniture is not to be moved, rearranged, or used as bedding. Personal items, including technology and personal baggage, should not create a hazard, take up unreasonable space, or violate ADA compliance. No personal items are to be left unattended and are not the library’s responsibility. Public areas must be left in the condition they were found. Public areas are only permitted for programs, meetings, or performances if expressly permitted by the Library administration.

### Study Rooms

Study rooms at Library operated facilities are available to members of the public. Study rooms may be reserved ahead of time on a first-come, first-served basis. Time and limitations in each study room are at the Library’s discretion and with respect to demand, the facility’s operating hours, and corresponding Library policies. Persons must adhere to the room capacity of the assigned room. Study rooms must be left in the condition they were found. Study rooms are not permitted for programs or performances unless expressly permitted by the Library’s administration.

### Meeting Room Use

Meeting rooms at Library operated facilities are available to community groups, not-for-profit organizations (501 c 3), civic groups, homeowners’ associations, Town Departments, Boards, or Commissions for public or

private meetings. Availability of meeting rooms may be reserved ahead of time on a first-come, first-served basis. Time and limitations in each meeting room are at the Library's discretion and with respect to demand, the library's hours, and corresponding policies. Each group must have a designate who assumes responsibility for the room. Meeting rooms must be left in the condition they were found.

### **Meeting Room Rental**

Meeting rooms at Library operated facilities may be rented by individuals. Meeting rooms may be reserved ahead of time on a first-come, first-served basis. Availability of Meeting rooms may be reserved ahead of time on a first-come-first-served basis. Time and limitations in each rental space are at the Library's discretion and with respect to demand, hours the facilities are open to the public, and corresponding policies. Each group must have a designate who assumes responsibility for the room. Meeting rooms must be left in the condition they were found.

### **Room Set-Up, Access, and Equipment**

The Library will provide only a basic setup of the room within the limits of the equipment specified for use in each meeting room. Equipment must be reserved at the time the room is reserved. The Library does not provide staff to operate the equipment. With the permission of the administration, kitchenettes may be accessed, and light refreshments and non-alcoholic beverages may be served. The user is responsible for providing the necessary cups, plates, napkins, etc., for refreshments. Rooms will be made available at the time of their reservation.

### **Endorsement**

Non-sponsored but permitted use of any space within a Library operated facility does not constitute an endorsement of a group or organization's positions or beliefs by the Library or Town. The Library does not publicize non-library programs and services. The Library's number may not be used in promotion. No signage may be posted in the lobby or the hallways without the express permission of the Library.

### **Admission and Sales**

Only the Library and Friends of the Fairfield Public Library reserve the right to charge for admission, goods, or services at a Library operated facility.

## **Food and Drink**

Eating and drinking in undesignated areas or having uncovered drinks in any area of any Library operated facility is prohibited. Any trash from said eating must be properly disposed of. The Library reserves the right to allow food or drink under special circumstances.

## **Consequences of Policy Violation**

Authorized staff may enforce this policy. This policy does not supersede the Library Code of Conduct or other policies. The Library reserves the right to charge a fee for spaces not left in the condition they were found or for damages. Persons may be asked to cease activities or leave the building for violating this policy. The Library may also suspend partial or all library privileges for continued violation of this policy. Persons may appeal such suspension; appeals must be made in writing to the Town librarian.

**Adopted: 7/2022**

**Amended: 7/2023**

**Next Review: 7/2024**

**Replaces 2018 Bag Policy**