

Facilities Use Policy

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), strives to make its physical facilities welcoming and safe for all people. The Facilities Use 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” in the library. 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 Spaces

Seating and tables are made available to the public for appropriate use while the library is 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 library 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 responsibility of the library. Public areas must be left in the condition they were found. Public areas are not permitted for programs, meetings, or performances unless expressly permitted by the library administration.

Study Rooms

Study rooms are available to the 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 library’s hours, and corresponding 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 administration.

Meeting Room Use and Rentals

Library meeting rooms 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. Library meeting rooms are also available to individuals and for-profit entities at a cost set by the library. e. Meeting rooms are available at a first-come, first-served basis. Time, cost, and limitations in each rental space are at the library’s discretion and with respect to demand, the library’s hours, corresponding policies,

or if found duplicative of library services. 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 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 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 library, 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 library space does not constitute an endorsement by the library or town of a group or organization's positions or beliefs. 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 library lobby or the hallways without the express permission of the library administration.

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 by Board: 7/2022

Revised by the Board: 8/2024

Next Review: 8/2025

Replaces 2018 Bag Policy