

# Community Room at the Norwich Public Library

Norwich Public Library welcomes the use of its Community Room to community organizations and groups. The Norwich Public Library serves as a community center for the town of Norwich and its mission is to provide resources and offer experiences that support education, imagination, and community engagement.

## Who Can use the Community Room

The Community Room is available free of charge for non-commercial and non-profit purposes such as civic, community, cultural, or educational activities. Library programs, meetings of official town organizations, and meetings of Norwich-based groups are given priority in scheduling.

In allowing use of its room, Norwich Public Library does not discriminate against individuals or groups because of race, color, religion, national origin, ancestry, place of birth, age, sex, sexual orientation, gender identity, political affiliation, immigration status, marital status, veteran status, disability, HIV status, genetic information, physical or mental impairment, or receipt of public assistance.

1. Publicly advertised meetings or programs must be open to all. The Community Room is not for private meetings, personal or family parties, or purely social functions (functions designed for entertainment with friends or associates) unless approved by the Director.
2. Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising minors throughout their activity. All users of the Community Room are to follow the library's [Child Safety Policy](#).
3. A commercial entity or professional practitioner may use the Community Room free-of-charge when providing an educational program as long as the selling of a specific product or service offered by the entity or practitioner is not of sole interest.
4. Authors and artists hosted in connection to a Library program may offer their works for sale when incidental to a lecture, performance, or programmatic output.

## Fees and Charges

1. Non-profit groups and organizations may use the Community Room at no charge. Contributions to help defray costs for heat and building maintenance are appreciated.
2. Non-profit organizations using the room at no charge may not charge attendees, solicit donations or sell items or services.
3. The fee for commercial or for-profit organizations are:

1 hour = \$25.00

2-4 hours = \$50.00

5+ = \$100.00

## Scheduling the Community Room

1. Reservations of the Community Room can be made online using the Reservation Request Form or by filling out a paper copy at the Library. All reservations are on a first come, first served basis. It is recommended that reservations be made at least two weeks prior to an event.
2. Availability of the Community Room shall be confirmed by the Community Engagement Librarian, Assistant Director, or Director within 72-hours via the preferred method of contact indicated on the Reservation Request Form.
3. Reservations are not accepted more than three (3) months in advance of a meeting.
4. Standing reservations for monthly meetings may be scheduled for a three-month time period with the approval of the Director.
5. Weekly meetings may be scheduled for a three-month time period with the approval of the Director. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.
6. No group or individual may assign its reservation to another group or individual.
7. Library-sponsored activities will take precedence over all other activities, and the Library reserves the right to cancel any scheduled use of a meeting room if, in the Director's discretion: (A) It conflicts with the operation of the Library; (B) The room is needed for a Library-sponsored activity; or (C) The individual or group fails to comply with Library policy.

## Use of the Community Room

1. The Community Room is available during both Library business and non-business hours. It is the responsibility of the Group to plan ahead for holiday closings, weekday, and weekend hours. The library is closed on all major holidays. Keys to the library are available in a lockbox on the library entrance and a code can be provided by a library staff member to a responsible party.
2. If a meeting is held during library open hours, attendees are encouraged to park on Main Street in order to make parking spaces on Hazen Street and in the Library parking lot available for library patrons.
3. Light refreshments may be served in the meeting rooms. The Library does not provide supplies for refreshments served.

## Library Hours

Monday: 1:00 PM – 5:30 PM

Tuesday: 10:00 AM – 5:30 PM

Wednesday: 10:00 AM – 5:30 PM

Thursday: 10:00 AM – 7:00 PM

Friday: 10:00 AM – 5:30 PM

Saturday: 10:00 AM – 3:00 PM

Sunday: CLOSED

## Keys

1. A key is available in the lockbox of the library's main entrance. A responsible party should be responsible for obtaining the access code from a library staff member.
2. If groups use the Community Room when the Library is closed, a responsible party should lock the library and deposit the key in the lockbox on the library entrance. Orientation to proper closing may be available during the library's open hours

## Audio-Visual Equipment Usage

1. Special arrangements must be made in advance in order to use the Library's audio-visual equipment (minimum 3 days).

## Kitchenette Usage

1. The Kitchenette is accessible for use of stove, microwave, refrigerator, and coffee pot.

## Restrictions

Granting usage of the Community Room does not imply endorsement of the group, the meeting, or the ideas presented at the meeting.

The Library Board of Trustees, Library Director, employees, and volunteers assume no responsibility for loss, theft or damage of property of any group or individual using any of the Library's rooms or facilities, and in addition, assume no financial responsibility for personal injury, including death, of any individual using the meeting rooms or kitchen.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.

The Library reserves the right to cancel or suspend at its discretion any activity which disregards the [Library's Rules of Conduct](#).

The Library requires that all groups and meetings operate under the library's COVID-19 Health and Safety Guidelines.

Written July 9, 2019

Revised August 2021

Library hours updated March 14, 2022