

**BETHEL PUBLIC LIBRARY**  
**APPLICATION AND GUIDELINES FOR USE OF MEETING ROOMS AND LIBRARY GROUNDS**

The Library Director has full authority to grant, refuse, or revoke permission to use the meeting space or the library grounds.

**PLEASE PROVIDE ALL REQUESTED INFORMATION. PLEASE PRINT.**

Date of application \_\_\_\_\_  
 Name of Organization, group, or individual who will be using the meeting room(s) and/or grounds \_\_\_\_\_  
 Street address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact name/Person responsible \_\_\_\_\_  
 Contact phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell) \_\_\_\_\_  
 Purpose of meeting \_\_\_\_\_  
 Number expected to attend \_\_\_\_\_  
 Date needed \_\_\_\_\_ Time needed \_\_\_\_\_

**SPACE NEEDED:**

**Indoor rooms:**

- Maria Parloa Community Room (cap 70)
- Jennie Keeler Meeting Room (cap 10)
- Cady R. Morse Conference Room(cap 25)
- Apple Blossom Room(cap 10)

**Outdoor spaces:**

- Lincoln Courtyard
- Barnum Terrace
- Barnum Terrace Lawn
- Front Lawn (Sidewalk)
- Seelye House Lawn
- East Lawn (Bank side)
- West Lawn (Library Place)

**EQUIPMENT AND/OR FURNISHINGS NEEDED:**

- Overhead projector
- Microphone
- DVD player
- Laptop
- Podium
- Folding table(s)
- Chairs
- How many tables? \_\_\_\_\_
- How many chairs? \_\_\_\_\_

\*\*\*\*\*  
 I have received and read a copy of the Bethel Public Library Building and Grounds Use Policy and the above guidelines and agree to abide by them.

Signature of the person completing application \_\_\_\_\_  
 Print name \_\_\_\_\_  
 Address (if different from above) \_\_\_\_\_  
 Phone number (if different from above) \_\_\_\_\_  
 (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell) \_\_\_\_\_

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**FOR STAFF USE ONLY**

Applicant has provided a certificate of insurance \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date received \_\_\_\_\_  
 Applicant submitted security deposit \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date received \_\_\_\_\_  
 Applicant has paid rental fees \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date received \_\_\_\_\_

Note: Attach certificate of insurance to this application

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The Bethel Public Library Board of Directors views the use of the Library's meeting rooms and the Library grounds as an extension of library services. The Library maintains the meeting rooms and grounds as suitable settings in which to hold its programs and activities, as well as those of The Friends of the Bethel Public Library. In addition, the meeting rooms and grounds are made available to local agencies, community clubs, businesses and other organizations as part of its mission of service to the Town of Bethel. Use of the rooms and grounds is subject to the rules and regulations of use established by the Library Board of Directors, and should reflect the educational, cultural, social, and recreational role that the Library plays.

Outside groups may use the Bethel Library's meeting rooms or grounds under the following conditions:

1. Library sponsored events receive priority in scheduling. The availability of meeting rooms or Library grounds at all other times shall be on a first-come, first served basis.
2. Meetings or events must not interfere with the normal operations of the Library.
3. All meetings and events must be open to the public.
4. The group must assign one person to be responsible for proper use of the facility in accordance with the Bethel Public Library Building and Grounds Use Policy and with these guidelines.
5. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.
6. Trash or remains from activities must be placed in receptacles provided by the Library. Alcoholic beverages may not be served. Smoking is not permitted.
7. The applicant is responsible for the preservation of order by those in attendance.
8. The following are forbidden on library premises: alcoholic beverages, smoking, illegal substances, weapons, and/or the use of candles or other combustible materials.
9. When using the Library grounds, signs of a non-partisan nature and of community interest may be placed on the grounds with prior approval of the Library Director. The maximum size for signs is four feet by eight feet (4' x 8'). The library assumes no responsibility for the maintenance of the signs. The group placing the sign is responsible for its secure and stable placement. The group is responsible for the removal of the sign within 48 hours of the event or will be required to pay for its removal. The use of banners on the building is limited to publicizing Library events.
10. No group may charge admission fees at its functions held in a Library meeting room or on Library grounds. The Library and the Friends of the Bethel Public Library are exempt from this rule. The group may, however, make normal collections of dues from its own members.
11. The Library Director has full authority to grant, refuse, or revoke permission to use the meeting space or the library grounds.
12. The fact that a group is permitted to use meeting space or the Library grounds does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town of Bethel. Neither the Library Board of Directors nor the Town of Bethel, including its employees or agents, is liable for any claims rising out of the use of the Library's meeting space or the Library's grounds.