

**Town of Chaplin
Library Meeting Room
130 Chaplin Street, Chaplin CT 06235**

LIBRARY MEETING ROOM USE POLICY

1. It is the intent of the library to make the meeting room available to Chaplin Boards, Commissions, Departments, and Town Organizations on an as needed basis for any group that provides benefits to the Chaplin community regardless of the beliefs or affiliations of individuals or groups requesting use.
2. Scheduled library events and town meetings have priority each month. When the room is not being used, nonprofit groups or organizations serving the Chaplin community may apply for use for educational, civic, and/or cultural programs intended for and open to the public. Groups who use the room for weekly or monthly meetings may have weeks or months when the room needs to be used for a library event or town meeting. They will be notified in advance of any conflicting dates.
3. The applicant must fill out the application and agree to the regulations. If the use of the meeting room is not a Town Sponsored event, then the applicant must provide a certificate of insurance meeting the requirements of CIRMA.
4. The meeting room capacity is a max of 40 people for a presentation/meeting, and about 15-20 people for an active event (e.g., yoga).
5. If the room will be used during the library's closed hours, a front door/meeting room key may be checked out through a librarian. The key must be returned the next day the library is open.
6. All events that are not sponsored by a Town agency must provide a certificate of insurance per CIRMA's requirements. The name of the person/organization using the meeting room must be named on the Certificate of Insurance.

APPROVED EVENTS

- Town sponsored programs or meetings, including Senior Center programs such as yoga, mah jongg, and tai chi.
- Library related events, e.g., book groups meeting when the library is closed.
- Chaplin residents holding a meeting for a group in the town, e.g., the Chaplin Condo Assoc.
- Programs of interest and benefit to the community, e.g., well water testing, safety training, etc.
- Fundraisers for the library

UNAPPROVED EVENTS

- Birthday parties
- Wedding, bridal, or baby showers
- Religious services