



Room Reservation Policy

I. Purpose

The Fairfield Public Library provides meeting and study spaces to support educational, cultural, and civic activities within the community. These spaces are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Use of Library meeting spaces does not constitute endorsement by the Library, its staff, or its Board of Trustees. Groups shall clearly identify themselves as the sponsoring organization in any publicity and shall not imply Library sponsorship.

II. General Conditions of Use

1. Responsible Party

The individual reserving a room assumes full responsibility for its use, including compliance with all Library policies, applicable fees, and the condition of the space. Responsibility for the reservation may not be transferred without approval.

2. Appropriate Use

Rooms shall be used for purposes consistent with the Library's mission. The primary purpose of any reservation shall not be the sale of goods or services. Incidental sales directly related to a program may be permitted at the discretion of the Library Director or designee.

3. Fees and Cost Recovery

Fees associated with room use are established solely to offset costs related to staffing, utilities, cleaning, and equipment use, and are not intended to generate profit.

4. Prohibited Activities

The following are not permitted in Library spaces:

1. Use of tobacco products, vaping devices, alcohol, or illegal substances
2. Open flames, including candles or incense
3. Preparation or service of full meals, potlucks, or use of cooking equipment
4. Attachment of materials to walls, ceilings, or furnishings
5. Sale of goods or services as the primary purpose of the event
6. Fundraising activities or exchange of funds, except as expressly permitted.

5. Supervision of Minors

Groups including minors shall provide adequate supervision, with at least one adult present for every ten (10) children.

6. Condition of Facilities

Rooms shall be left in a clean and orderly condition. The Library reserves the right to assess charges, retain deposits, or deny future use for damage, excessive cleaning requirements, or failure to comply with established expectations.

7. Food and Beverages

Light refreshments and covered beverages may be permitted, except where otherwise restricted by room-specific conditions.

8. Library Priority

Library-sponsored programs and activities shall take precedence over all other reservations.

9. Policy Compliance

All use of Library meeting spaces is subject to Library policies. The Library reserves the right to cancel or modify reservations when necessary for operational purposes or policy enforcement. The Library will make reasonable efforts to provide advance notice when doing so. The Library may deny or revoke future reservation privileges for failure to comply with this policy.

10. Business-Related Educational Programs

Individuals or groups offering free educational programs that promote, reference, or are affiliated with a business may do so no more than once per calendar quarter. No financial transactions, solicitation, registration for paid services, or exchange of funds shall occur in connection with such programs. The Library reserves the right to determine whether a program constitutes business promotion.

11. Screening License Availability and Authorization

The Library maintains public performance licensing that permits the screening of films that are free and open to the public through Movie Licensing USA and Kanopy. Licensing availability is limited and does not extend to all titles.

Individuals or groups wishing to screen films must coordinate with Library staff in advance to determine whether appropriate licensing is available. No film may be publicly screened in the Library without prior authorization.

12. Reservation Cancellations

Individuals or groups with an existing reservation shall notify the Library of any cancellation no fewer than forty-eight (48) hours in advance of the scheduled use whenever possible.

13. Use Outside Regular Hours

Individuals or groups reserving the Meeting Room outside of regular business hours shall obtain a front door key in advance during regular Library hours.

14. Exceptions

Individual expectations to this policy shall be made at the discretion of the Library Director.

III. Reservation Guidelines

Reservation limits are established through the Library's reservation system and are binding.

A. Meeting Room

The Meeting Room is intended for larger public gatherings and community events. It is available outside of regular business hours. The maximum capacity is one hundred and twenty five (125) people.

- a. Reservations may be scheduled no more than six (6) months in advance.
- b. Reservations must be requested no fewer than five (5) days prior to the intended use.
- c. Individual reservations shall not exceed three (3) hours in duration.
- d. No more than one (1) reservation per calendar month may be made by a single individual or organization.
- e. Recurring monthly or weekly reservations are not permitted.

B. Conference Room

The Conference Room is intended for small group use. It is not available outside of regular business hours. The maximum capacity is twelve (12) people.

- a. Reservations may be scheduled no more than one (1) month in advance.
- b. Reservations must be requested no fewer than three (3) days prior to the intended use.
- c. Individual reservations shall not exceed three (3) hours in duration.
- d. No more than four (4) reservations per calendar month may be made by a single individual or organization.
- e. Recurring reservations are permitted.

C. AV Room

The AV Room is intended for individual or small-group use of specialized equipment. Food is not permitted in this space; beverages must be in covered containers. Users are responsible for preserving any digital work created during their session. Library computer sessions conclude prior to closing. It is not available outside of regular business hours. The maximum capacity is (4) people.

- a. Reservations may be scheduled no more than one (1) month in advance.
- b. Reservations must be requested no fewer than three (3) days prior to the intended use.
- c. Individual reservations shall not exceed three (3) hours in duration.
- d. No more than two (2) reservations per week may be made by a single individual or organization.

IV. Fees and Deposits

Fees and deposits apply to use of the Meeting Room. No fees or deposits are required for use of the Conference Room or AV Room. The exchange of money for goods or services is not permitted in any Library space. Violation of this provision shall result in immediate revocation of room use privileges without reinstatement.

A. Meeting Room

A refundable security deposit is required for all Meeting Room reservations. The deposit may be forfeited in the event of damage, policy violations, excessive cleaning requirements, or failure to return keys or materials. Security deposits not claimed within four (4) weeks shall be considered donations to the Fairfield Public Library. Hourly Maintenance fees are due at the time the Meeting Room key is issued to the responsible party.

1. Security Deposit

- a. \$20 for use during regular Library hours
- b. \$50 for use outside regular Library hours

2. Maintenance Fees

- a. Nonprofit organizations and groups offering free public programs are exempt from hourly fees
- b. Private, commercial, or fundraising uses shall be assessed:
 - i. \$10 per hour (standard use)
 - ii. \$15 per hour when Library audiovisual equipment is utilized

IV. Final Provision

Through these guidelines, the Library seeks to ensure fair, respectful, and sustainable access to shared community spaces.

Approved by Fairfield Public Library Board of Trustees April 20, 2026