



Room Reservation Policy

1. 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.

2. General Conditions of Use

2.1 Responsible Party

The responsible party reserving a room shall be a Fairfield Public Library cardholder with an account in good standing. The responsible party assumes full responsibility for compliance with all Library policies, applicable fees, damage to Library property, and the condition of the space. Responsibility for the reservation may not be transferred without approval of the Library.

2.2 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.

2.3 Prohibited Activities

The following are prohibited: use of tobacco, vaping devices, alcohol, or illegal substances; open flames, full meals, potlucks, or cooking equipment; and the attachment of materials to walls or ceilings. Financial activity is governed by 2.4.

2.4 Fundraising and Financial Transactions

The sale of goods or services shall not be the primary purpose of any reservation. Fundraising and the exchange of funds on Library premises are prohibited except as expressly permitted by this policy.

For purposes of this policy, "Fundraising" means the solicitation or collection of money, pledges, or other items of value on Library premises, including admission charges, suggested donations, membership dues, raffles, auctions, and the passing or placement of collection containers. Distributing or displaying information about an organization, its mission, and how the public may support it off-site does not constitute fundraising.

Voluntary contributions may be collected solely to offset approved Meeting Room maintenance fees as provided in Section 4.

2.5 Supervision of Minors

At least one adult shall be present for every ten (10) minors.

2.6 Condition of Facilities

Rooms shall be left clean and orderly, with equipment, chairs and tables returned to storage after use. The Library reserves the right to assess charges or deny future use for damage or policy violations.

2.7 Food and Beverages

Light refreshments and covered beverages may be permitted except where otherwise restricted.

2.8 Library Priority

Library-sponsored programs take precedence over all other reservations.

2.9 Policy Compliance

All room use is subject to Library policy. The Library may deny, revoke, cancel, or modify reservations for policy violations or operational needs.

2.10 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. The Library reserves the right to determine whether a program constitutes business promotion.

2.11 Political and Governmental Use

Elected officials, candidates for public office, political organizations, and governmental bodies may reserve rooms on the same terms as any other individual or group. Provision of space does not constitute Library endorsement of any candidate, party, or position. All such use is subject to this policy, including the prohibition on fundraising and the exchange of funds, and all events must be free and open to the public.

2.12 Screening License Availability and Authorization

The Library maintains public performance licensing through Movie Licensing USA and Kanopy for eligible films that are free and open to the public. Availability is limited. Groups wishing to screen a film shall coordinate with Library staff in advance. No public film screening may occur without prior authorization.

2.13 Reservation Cancellations

Reservation holders shall notify the Library of cancellations at least forty-eight (48) hours prior whenever possible.

2.14 Use Outside Regular Hours

Individuals reserving the Meeting Room outside regular business hours shall obtain the front door key during regular Library hours prior to the event.

2.15 Exceptions

Individual exceptions may be approved at the discretion of the Library Director.

3. Reservation Guidelines

A reservation is not considered approved until confirmed by the Library.

3.1 Meeting Room

- For larger public gatherings
- Available outside business hours until 10:00 p.m.
- Capacity 125
- Reservable up to 6 months in advance
- Reservation must be made at least 5 days in advance
- Maximum time 3 hours
- One reservation per month per responsible party
- No recurring reservations

3.2 Conference Room

- Small-group use
- Business hours only
- Capacity 12
- Reservable up to 1 month ahead
- Reservation must be made at least 3 days in advance
- Maximum time is 3 hours
- Four reservations per month per responsible party
- Recurring reservations permitted

3.3 AV Room

- Individual/small-group space with specialized equipment
- Business hours only
- Capacity 4
- Reservable up to 1 month in advance
- Reservation must be made at least 3 days in advance
- Maximum time is 3 hours; 1 hour extensions
- Two reservations per week per responsible party

4. Fees

Maintenance fees apply only to private or commercial groups use of the Meeting Room. No fees or deposits are required for the Conference Room or AV Room. Except as permitted under 2.4. The exchange of money for goods or services is prohibited in any Library space. Violation shall result in immediate revocation of room reservation privileges without reinstatement.

4.1 Meeting Room

No security deposit is required.

Maintenance fees are due when the Meeting Room key is issued to the responsible party.

The responsible party is financially responsible for damage to Library facilities, furnishings, equipment, or keys, and the Library may assess charges up to the full cost of repair or replacement.

4.2 Maintenance Fees

Nonprofit organizations and groups offering free public programs are exempt. Private, commercial, or fundraising uses: \$10/hour standard; \$15/hour with Library AV equipment. Two-hour minimum. Maximum daily fee: \$100 first day, \$50 each additional consecutive day.

Voluntary contributions may be collected solely to offset approved Meeting Room maintenance fees. No other exchange of funds is permitted.

5. Final Provision

Through this policy, the Fairfield Public Library seeks to provide equitable, responsible, and sustainable access to community meeting spaces while protecting Library facilities and resources for the benefit of all users.

Approved by Fairfield Public Library Board of Trustees August 17, 2026