

COMMUNITY ROOM USE REQUEST FORM (APPENDIX I)

Date of Application: _____

Name of Organization: _____

Organization representative:

Name: _____

Address: _____

Phone: _____ **Email:** _____

Date requested: _____

Times:

Set-up _____ **Event: from** _____ **to** _____ **Breakdown:** _____

Equipment requested:

_____ **Chairs** _____ **Quantity**

_____ **Tables** _____ **Quantity**

_____ **Projector** _____ **Screen**

_____ **Microphone** _____ **Speakers**

_____ **Audio-visual tutorial date (assigned or waived by initialing library staff)**

_____ **Completion of A.V. tutorial (initialed by library staff)**

_____ **Patron Behavior Policy agreement (initialed by requester)**

PATRON BEHAVIOR POLICY (APPENDIX 2)

The Library exists as a center for research, study, library programs, leisure reading and community collaboration. To provide an atmosphere conducive to this purpose, the Library has expectations that all patrons will act in a respectful manner towards other individuals and property, abide by Library policies, and follow federal, state, and local laws. Disruptive, illegal, or harassing behavior is not permitted.

Any individual not abiding by this policy or rules laid out by Library staff shall be asked to leave the library premises for a period of time to be determined at the discretion of Library staff.

Appropriate warning of this policy will be given verbally prior to action, except in the most disruptive or dangerous of circumstances.

All staff members are authorized to enforce this Policy. Staff will contact law enforcement if warranted.

The Teen Zone has been created specifically for teens to gather. During non-school hours, the teen zone is reserved for teens. The Children's Room is for children and families.

Amended by the Southington Public Library and Museum Board November 8, 2021.

_____ Please initial to acknowledge this policy