

**JACK RUSSELL MEMORIAL LIBRARY**  
**MEETING ROOM USE RESERVATION FORM**

Name of Group or Organization \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Our Group is: Not-For-Profit \_\_\_\_\_ Date of Application \_\_\_\_\_

For Profit \_\_\_\_\_ \$ \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
\$80/ Four Hours Total  
\$25 each additional hour

Contact Person: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

The following equipment is available in the  
**COMMUNITY ROOM** Only. Please indicate if  
you need to use any of the following:

- Screen
- Microphone
- Projector
- CD Player
- DVD/Blu-Ray Player
- White Board

Alternate Contact for Reservation (please list name & phone  
number) \_\_\_\_\_

Explain the Purpose of Meeting:

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Room Requested: Community Room \_\_\_\_\_ Capacity 100      Conference Room \_\_\_\_\_ Capacity 20      Patio/Balcony \_\_\_\_\_ Capacity 50/25

Expected Attendance Adults \_\_\_\_\_ Young Adults \_\_\_\_\_ Children \_\_\_\_\_ TOTAL \_\_\_\_\_

The undersigned, on behalf of the above-named group/organization, indicates that he/she has read and agrees to abide by the guidelines and procedures outlined in the Jack Russell Memorial Library's Meeting Room Policy. The undersigned also assumes all responsibility for any damages to library facilities and equipment and any loss or damages to personal property. All meeting rooms must be left in the same condition as found. I will report any problems to library staff immediately. Failure to abide by the rules of the meeting room policy may disqualify the group/organization from future use of the meeting rooms. No admission or registration fees may be charged for people attending the group/organization's meeting. The Library is a No Smoking facility, and no alcohol is allowed in the building.

**I have read the policy for use of the Jack Russell Memorial Library meeting rooms  
and agree to the conditions for use described therein.**

\_\_\_\_\_  
Signature of Applicant Must Be 18 Years or Older

Approved by the June Jack Russell Memorial Library Board Trustees June 13, 2012, revised 7/8/15; revised 5/11/18; revised 4/6/22

**Library Contact Information: Phone: 262-673-8240 / Fax 262-673-8080**

**Jack Russell Memorial Library**  
**Meeting Room and Study Room Policy**

The Jack Russell Memorial Library provides space for meetings and programs of an informational, educational, cultural, or civic nature. The Jack Russell Memorial Library subscribes to the principles outlined in the American Library Association Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use". Use of the library's meeting rooms does not in any way constitute library endorsement of the activities, purposes, or viewpoints expressed by the groups and individuals involved.

Meetings held in the library are considered public meetings open to all who wish to attend subject to fire and occupancy codes. Use of the meeting rooms must comply with the Americans with Disabilities Act (ADA). Individuals, groups, and organizations using the meeting rooms must fulfill their obligations listed in this policy. Failure to abide by the Jack Russell Memorial Library's meeting room policy may result in cancellation of, or refusal to allow future reservations.

The library has the Community Room on the first floor that is available Monday through Thursday from 9 am-7:30 pm; Friday 9 am-5 pm and Saturday 9 am-1:30 pm. The library is closed on Sunday therefore, the Community Room is unavailable to the public. The Friends of the Library and the City of Hartford are exempt from these limits.

The capacity of the Community Room is as follows per fire code: 100 people seated or 150 people standing

For programs and presentations where the room will be set up for 100 people seated, a center aisle must be available, and the exits cannot be blocked. Mixed-use of the room (standing and seated) is not allowed. Violations of the fire code shall result in a fine from the Hartford Police Department.

The Conference Room on the second floor is set up for ten people but can accommodate up to twenty. The Patio area can accommodate fifty people and the 2<sup>nd</sup>-floor balcony twenty-five. Tables and chairs are in both locations, and these spaces are only available during library business hours, weather permitting. The library has three (3) small study rooms on the second floor. Room 208 can accommodate four to eight people and rooms 209 and 210 can accommodate two to four people. These rooms are available Monday through Thursday from 9 am to 8 pm; Friday from 9 am to 5:30 pm and Saturday from 9 am to 2 pm. The library is closed on Sunday therefore, these spaces are unavailable to the public. Meetings must be concluded and cleaned up before the library closes. Organizers and attendees must vacate the building when the library doors are locked at the end of business hours

The meeting rooms are available for groups, individuals, or organizations to conduct programs, meetings, seminars, study groups, planning sessions, training, and related activities. People using the meeting rooms should keep in mind that the library is a public facility and such behavior that is disruptive to regular operations of the library, or which could be dangerous to library users or meeting room users will not be tolerated. Individuals, groups, and organizations may be asked to vacate the premises immediately if it is deemed that behavior is either disruptive or dangerous. Future meeting room usage could be suspended for a minimum of six months if behavior leads to eviction.

- Activities sponsored by the Jack Russell Memorial Library have priority for scheduling the use of the meeting rooms. Activities sponsored by the Friends of the Library and official City of Hartford governmental needs follow in the priority for scheduling. Unexpected community needs and emergencies may force the cancellation of previously approved meeting room usage by others.
- Reservations for the use of the meeting rooms must be made in person by a member of the group or organization who is willing to assume the role of the contact person who is then responsible for ensuring that the group complies with the regulations for use of the meeting room space. Tentative approval of a date can be provided by telephone, but the contact person must come to the library to fill out the reservation form within 72 hours to hold that reservation. The reservation form shall include the name of the group/organization; the name, address, and telephone number of the person responsible for making the reservation; and the date and

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time of the reservation. Forms and reservations shall only be modified by the person who made the reservation or the alternate contact.

- Reservations for the library meetings rooms cannot be made more than SIX (6) months in advance.
- Notice of cancellation should be made to the library as soon as possible. After 30 minutes a group or individual may forfeit its reservation if it fails to appear as scheduled.
- Reservations shall not be assigned or transferred between groups and individuals.
- No group should assume that meeting rooms will always be available for the regularly scheduled meeting. No group may use and/or reserve the meeting rooms more than TWICE a month. Activities sponsored by the Library, Friends of the Library, and the City of Hartford are exempt from this limit.
- Advance or walk-in reservations are acceptable for the three study rooms.
- Not-for-profit groups and organizations may use the meeting rooms FREE OF CHARGE.
- For-Profit groups will be charged eighty dollars (\$80) per four-hour session for use of the community room and/or conference room. Each additional hour is \$25. Payment is expected to be made on the day of usage.
- Personal and private parties and gatherings are not allowed. ***This includes and is not limited to Baby Showers, Bridal Showers, Birthday Parties, Family Reunions, etc...***
- Groups and organizations whose primary members are under the age of eighteen (18) must be accompanied by at least one adult supervisor per TEN (10) people under the age of eighteen. An adult is defined as someone over the age of eighteen.
- Light refreshments may be served in the meeting rooms. The Community Room has a refrigerator and microwave that may be used. Groups are responsible for bringing all their own supplies. **NO ALCOHOLIC BEVERAGES ARE PERMITTED.**
- The Jack Russell Memorial Library is a smoke-free facility, and **NO SMOKING** is allowed anywhere in the building or on the public patio and outdoor decks.
- Tables and chairs are provided in each room, and extras are kept in the storage area. All groups and organizations which use the meeting rooms are responsible for the set-up and take-down of the room, leaving it in the same condition they found it unless otherwise directed by library staff. A penalty of FIFTY DOLLARS (\$50.00) will be assessed if the library facility is not left in a clean, orderly condition.
- Groups that would like to use the equipment are responsible for letting library staff know in advance what their needs may be and must meet with library staff before the usage date for any necessary training. Users are responsible for any damages to library equipment.
- Equipment available in the **Community Room**: a sound system with a microphone, DVD/blu ray player, CD player, projector, and screen. The use of this system requires you to provide your own laptop.
- Individuals/Groups that will need computer equipment during their meeting are responsible for bringing their own computers and necessary connections and equipment. The library will not provide computers.
- Nothing may be taped, tacked, or otherwise hung on the walls, windows, or furniture in the meeting rooms.
- No group or organization may use the library's address as their own, and the library will not provide any storage space for materials or supplies needed by regular meeting room users.
- The library cannot provide staff to transport materials and supplies to the meeting room, and will not assist with meetings, programs, and operating equipment. The library staff will not accept calls or relay messages to meeting room users except in emergencies.
- Cancellation of room reservations should be made at least two days in advance in person or by telephone and can only be done by the person who made the reservation or the alternate contact. Because these rooms are a community resource, failure to give advance notice could lead to denial of future requests. Weather cancellations are the exception.

**DISCLAIMER**

The Jack Russell Memorial Library and the City of Hartford assume no responsibility whatever for any or all liability for loss and/or damages to personal property which may be sustained due to a group or organizational use of the library meeting rooms.

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Meeting Room and Study Room Policy**

The fact that a group is permitted to use the library's meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the library. No advertisements or announcements implying such support shall be permitted.

I have received, read, understand, and agree to follow rules outlined in the meeting room policy of the Jack Russell Memorial Library.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**Community Room Orientation Checklist to be completed with a JRML staff member & contact person for reservation.**

- Screen
- Shades
- Sound System Components
- Stacking Chairs/Tables set-up & takedown

Individual making reservation/contact person initials \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

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