



# MANSFIELD PUBLIC LIBRARY

54 Warrentville Rd.  
Mansfield, CT 06250  
(860) 423-2501  
mansfieldpubliclibraryct.org

## **Buchanan Auditorium: Guidelines for Use January 2025**

**Purpose: To make the Buchanan Auditorium available to non-profit, civic, educational and cultural groups or organizations on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

### **Meeting Room Use Policy:**

1. The library auditorium may be booked by local groups for events or meetings via the Library web page (<http://www.mansfieldpubliclibraryct.org>).
  - a. Official government business by federal, state, county or municipal governments may use the meeting rooms as needed. The meeting rooms are available at no charge for use by non-profit, civic, educational and cultural groups or organizations.
  - b. Outside organizations may reserve rooms up to 90 days in advance with a maximum of four bookings per month by a single organization.
  - c. Library and Town of Mansfield events/programs take precedence over other bookings.
  - d. Groups must comply with all mandates/requirements in effect at the time of their event.
2. All meetings or programs must be open to the public.
3. Applicants may not engage in profit-making activities including, but not limited to, selling or exchanging goods/services, charging entrance fees or for materials used in the program promoting sales or soliciting for future sales by samples, pictures, descriptions or collecting personal contact information.
4. The meeting room shall not generally be used for political campaign activities, partisan rallies, or religious assemblies. The meeting rooms shall not be used for private social events such as parties, showers, anniversaries, weddings or receptions.
5. Meeting spaces may not be used for workshops, seminars, or programs which include direct or indirect promotion of a business or solicitation of clients. Prohibited uses include, but are not limited to, a free presentation or seminar that is similar or identical to the Applicant's for-profit business services/activities; a presentation about a product, program or service that would be available in the future at a cost to the attendee, or a presentation that endorses membership in tiered marketing or home-based sales.
6. Groups or individuals are not permitted to conduct fund-raising activities or events except those sponsored by the Library or the Friends of the Mansfield Library.
7. The use of open flames and alcoholic beverages are not permitted on Library property.

8. The Library reserves the right to cancel reservations for reasons dealing with unexpected library needs or closures, including fire, flood, earthquake, storm, hurricane or other natural disasters or exigent circumstances).
9. The Library Director or in-charge staff are authorized to revoke a reservation at any time.
10. Noncompliance with these requirements may result in denial of future requests for use of meeting rooms.

**Procedures:**

1. Use of the meeting room must be in compliance with the Mansfield Public Library Meeting Room Use Policy and Code of Conduct, as well as all applicable federal, state and local laws.
2. A key may be obtained the day of the event at the circulation desk from Library staff during regular library hours. This key must be returned promptly after use. It can be left on a table in the auditorium if the library is closed. Please remember that many groups use the auditorium and may need the key the day after your group uses the facility.
3. Attendance is limited to the room capacity posted by the Fire Marshal. All exits must be completely unobstructed at all times.
4. The library custodian will set up chairs and tables for each event. Please submit your room setup request at least 1 week before your program. If an event is scheduled to occur after the custodian has left for the day, groups may be asked to set up the room themselves as part of the reservation confirmation process.
5. Materials stored in the auditorium are property of the Library and are not for general use.
6. Please be sure that all trash and recyclables are placed in the containers provided.
7. Upon leaving, make sure all windows are closed and locked, turn off all lights and lock exterior doors.
8. Reservation requests will be on a first-come, first-served basis. First priority is given to Mansfield Public Library and Town of Mansfield programs, agencies, or affiliated groups such as Friends of the Mansfield Library for public programs, staff training, and business meetings.
9. For room reservations on the days or times of the day that the library is closed to the public, a fee for custodial services would be charged. The current rate as of July 1, 2024 the rates is \$110.00/hour for a 3 hour minimum, as may be amended from time to time.

**Fees**

- All applicable fees/charges must be paid at least one week before the program takes place. Checks are to be made payable to the Town of Mansfield and mailed directly to Facilities Management, Town of Mansfield, 4 South Eagleville Rd., Mansfield, CT 06268.

**Insurance**

- Certificates of insurance, when required, must name the Town of Mansfield/Mansfield Board of Education as an additional insured, evidencing Bodily Injury and Property Damage Insurance in an amount not less than \$1,000,000.00, which certificate shall show that the required insurance will be in force on the date(s) of the scheduled activity. Said certificate shall include a 30-day cancellation notice.