



123 Broad Street  
Middletown, CT 06457  
T: 860.347.2528  
F: 860.347.4048  
[russelllibrary.org](http://russelllibrary.org)

## Meeting Room Policy

The Russell Library is a place where people are welcome to learn, create, and share ideas. It has meeting spaces that are available to groups, organizations, and individuals when they are not needed for library activities. The library is open to all points of view and will not limit the content of any meeting, but it does reserve the right to enforce guidelines outlined in its meeting room policy, related contracts, and all applicable city, county, state, and federal regulations.

### Reserving a Meeting Room

Reservations for the Hubbard Room and the Library's two meeting rooms can be made using the [Room Reservation Calendar](#) on the library's website. All Hubbard Room and meeting room requests will be reviewed by Programming and Community Engagement Staff (P&CE) for potential conflicts. Programming and Community Engagement staff will make every attempt to confirm requests within 48 hours.

Multiple reservations are generally limited to 12 per year. Due to high demand for the meeting rooms, the library is unable to guarantee the same location, date, and time for each reservation. Please call 860-347-2528 x140 or x172 to set up multiple reservations.

Individuals may request use of Meeting Rooms 2 and 3 within 48 hours of their needed use for up to two (2) hours by contacting the Programming and Community Engagement office or the Information Services Desk in person or by phone at 860-347-2528.

### General Guidelines/ Limitation of Use:

- Meeting rooms are available during the library's regular hours. Please schedule events so that they will end at least fifteen (15) minutes before the library closes.
- Requests require a contact person who will be responsible for the meeting or event. The contact person is expected to check in with the Security/Information Services Desk upon arrival; run the meeting or event; restore the room to its original condition; report attendance numbers to the Programming and Community Engagement office; and complete a post-event survey.
- The name and address of the library may not be used as the official address or mailing address for groups or organizations using the meeting rooms. Publicity for public events must include a sponsoring organization, contact person, phone number and email.
- Meeting rooms cannot be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or fundraising other than fundraising that supports the library. No goods or services will be promoted, sold, or exchanged on library premises.
- Organizations using meeting rooms should not leave children unsupervised in the library.
- Russell Library is a non-smoking building. No smoking, including electronic cigarettes, will be permitted in any of the rooms.
- Alcoholic beverages are not permitted.
- Behavior disruptive to regular library activities will not be permitted.

**The Hubbard Room:** The Hubbard Room is primarily for events and large meetings.

- [Reservations](#) can be made up to 60 days in advance. Our [Room Reservation Calendar](#) will accept reservation requests up to seven (7) days before an event.
- Each group using the room must assign a contact person (age 18 or older) who will be in attendance and responsible for proper use of the room, including:
  - Signing and completing Russell Library's Hubbard Room Rental Contract.
  - Arriving at least one half hour before the event time to answer questions about room set-up.
  - Returning the room to its original condition at the end of the event.
  - Making sure attendees have time to leave the library before it closes.
  - Reporting the final number of attendees to the Programming and Community Engagement office and completing a post-event survey.
- Event times should be scheduled to include thirty (30) minutes of set up time and thirty (30) minutes for clean-up.
- The Library facilities staff can assist with basic room setup for reasonable meeting needs with advance notice. Please select one of the basic room set-ups available on our [Room Reservation Calendar](#).
- A small kitchenette is available for limited food preparation. Its use must be requested before the event. Cooking is strictly prohibited. All food service equipment, including cups, plates, silverware, tablecloths, etc. must be provided by the organization reserving the room.

*Hubbard Room Capacity:*

Adult Programs: 100 (80 on chairs, 6 on window seat, 14 standing)

Children's Programs: 100 (80 on chairs, some on floor, 6 on window seat, 14 standing)

*Available Equipment:*

- Tables and chairs
- Projection Screen
- Podium
- Projector. Individuals who want to use the projector **MUST SCHEDULE an A/V appointment at least two weeks before requested meeting date** by emailing [rooms@russelllibrary.org](mailto:rooms@russelllibrary.org).

**Meeting Rooms 2 and 3:** Meeting Rooms 2 and 3 are primarily for small group meetings and tutoring sessions.

- [Reservations](#) can be made up to 60 days in advance and up to 48 hours before an appointment.
- [Reservations](#) will be held for fifteen (15) minutes. After that, the room may be made available to walk-in requests.
- Individuals may [reserve](#) up to two (2) hours in a meeting room within 48 hours by contacting the Programming and Community Engagement office or the Information Services Desk in person or by phone at 860-347-2528.
- Food and drink are allowed but must stay in the meeting rooms. Cooking is strictly prohibited.

*Meeting Room 2 and 3 Capacity:*

- 15 – 20

*Available Equipment:*

- Tables and chairs (you may move them into your preferred set-up).
- White boards

- Flat screen with laptop hook-up (Meeting Room 3 only). Individuals who want to use their laptop with the flat screen **MUST SCHEDULE an A/V appointment at least two weeks before their meeting date** by [rooms@russelllibrary.org](mailto:rooms@russelllibrary.org).

#### **Cancellations**

- The library may cancel a reservation by a non-library organization or individual if a room is needed for library purposes. In the event of conflicting reservations, the Library will make every effort to offer an alternate location, date, or time as soon as it's aware of the problem.
- Cancellations should be made at least 48 hours in advance or as soon as possible by calling the Programming and Community Engagement office at 860-347-2528.

#### **Responsibility for Room Condition**

- The Library will hold all groups reserving rooms responsible for damages to any library facility, including furniture, carpeting, kitchen, or borrowed equipment.
- The Library is NOT responsible for equipment, supplies, materials, or other items owned by a group that are used in the library and assumes NO responsibility for damage to such equipment caused by fire, theft, vandalism, or any other form of destruction.