

RUSSELL LIBRARY MEETING SPACE POLICY

The Meeting Space Policy is an extension of Russell Library's mission, vision, and strategic goals: *"We empower people to grow, connect, strive and thrive. Everyone feels welcomed and included. We strengthen community, create a safe and welcoming destination, foster a thriving economic ecosystem, and promote a lifelong love of learning."*

Russell Library's meeting spaces provide a place for patrons to gather. The Library offers an array of meeting spaces, including semi-private areas, small enclosures, meeting rooms, and a program room.

Some meeting spaces require reservations which are made on a first-come, first-served basis. Programs and functions hosted or presented by Russell Library take first priority. Middletown government, non-profit, or community organizations of a public, civic, educational or cultural nature take second priority.

Russell Library offers [self-service online reservations](#) for our small enclosures and meeting rooms. Individuals and organizations may make up to three reservations per month, up to three months in advance. Meeting spaces may be reserved for two hours, and reservations may be extended the day of if no other request for that space has been made. There is a limit of one reservation per day per group. Russell Library shall not be advertised as the regular meeting space for any group unless express written permission has been provided in advance by Russell Library Administration, at their discretion.

Note: Russell Library makes meeting rooms available as a service for the public. Use of a public meeting room by an organization or individual to hold a public event does not constitute a Library program, nor does it constitute Russell Library's endorsement of the program. Publicizing a non-library event as a Russell Library event may result in cancellation of the room reservation. Organizations or individuals that desire to present a Library-sponsored program must submit a complete Program Application in advance via Russell Library's [online form](#). Program applications shall be approved or denied at Library Administration's discretion.

Russell Library meeting spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations or is considered to be dangerous to people or property. Sales of products or services, charging admission or registration fees, soliciting donations other than in conjunction with a program or event sponsored or hosted by Russell Library, and non-Russell Library fundraisers are prohibited. Tutors may book meeting space even if they are paid for their service.

Those hosting meetings and events at Russell Library and their guests implicitly agree to abide by all policies and regulations related to the use of library facilities, including Russell Library's [Code of Conduct](#), and accept responsibility for any and all damages to the library building, contents, and equipment (normal wear and tear excepted). Food and non-alcoholic beverages may be consumed in meeting spaces. The person who made the meeting space reservation is responsible for all clean-up and for leaving the space in a neat and orderly condition.

Meeting space occupancy may not exceed the limits established below.

- **Semi-private areas** do not require a reservation and may be used by individuals or small groups.
- **Small enclosures** can be reserved and may be used by 1-2 people.
- **Meeting rooms** require a reservation and may be used by groups of 2-15 people.
- The **Hubbard Room** must be booked through Russell Library Administration and has a capacity of 80 people.

HUBBARD ROOM

Individuals and organizations may request to reserve the Hubbard Room through our online [Hubbard Room Application](#). The application page provides information about use of the space, including its hourly fee schedule. All necessary payments must be made in full in advance to secure a reservation. Individuals experiencing financial hardship may indicate this on their application in order to request a fee waiver.

CHILDREN'S ACTIVITY ROOM

The Children's Activity Room is not available for use by groups or organizations. Its purpose is to provide a place for Youth and Family Learning activities. These activities include story hours, programs for young people, parenting programs, and special events sponsored by Russell Library. Programs are sometimes co-sponsored with organizations that serve youth and families in partnership with Russell Library staff. When not being used for programs, the Activity Room is available to children and their caregivers for informal reading and educational play.

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