



DarienLibrary
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darienlibrary.org

Rentable Meeting Rooms Policy

Statement of Policy

Darien Library subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Darien Library considers the availability and use of its Meeting Rooms as an integral part of its service to the community. In that regard, Meeting Rooms are available, when not required for Library activities, to qualifying Darien non-profit organizations, to Town of Darien Boards, Departments, and Commissions, State of CT and United States governmental organizations, and to for-profit organizations for their own internal purposes only.

Rentable Meeting Rooms

The primary purpose of Darien Library's Meeting Rooms is to accommodate current and future Library programming needs. After these needs have been met, the rooms may be available for rental in the following order of priorities:

1. Residents of Darien and/or Friends of the Library.
2. Departments or agencies of town government or other town-supported organizations.
3. Non-profit organizations registered in Darien.
4. Other local organizations and individuals.

Non-Discrimination

Darien Library's meeting rooms will be made available to those who reside in Darien on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by Darien Library. It is the Library's policy, in its employment practices, procedures, and facilities usage, not to discriminate with regard to age, gender, sexual orientation, race, color, national origin, religious affiliation, or disability. Groups using the Library's facilities shall affirm a similar commitment.

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The following Meeting Rooms are available for rent upon approval by Library staff of a submitted online application (<https://www.darienlibrary.org/reserve-room/meeting>):

Meeting Room	Capacity
Community Room	Fixed Seating: 150 Capacity: 225
Heron Conference Room	Boardroom: 22 Theater: 45
Leroy Conference Room	Maximum of 12

General Terms and Conditions

Residents, local groups, and other individuals may use the Meeting Rooms under the following conditions:

- Use of the Meeting Rooms may not interfere with the routine business of the Library.
- Neither admission nor any pre-paid registration may be charged, and no services or products may be sold.
- Rentals are not permitted for the purpose of promoting a business or for any sales purpose. Renters may not post sign-in sheets, distribute business cards, or engage in any similar effort to solicit business.
- Rentals are not permitted for the purpose of political campaigning or religious practices.
- Rentals are not permitted for the purpose of fundraising.
- Rentals are not permitted for the purpose of parties or social functions.
- Any group or individual may reserve a meeting room no more than twelve (12) times a year beginning with the first rental. Rentals cannot be booked more than three (3) months in advance of the date requested. Special scheduling exceptions must be approved in writing by the Library Director.
- Renters are required to designate an individual responsible for supervision for the use of the Meeting Room, and who will be responsible for damages and payment for any additional cleaning required afterwards. The rooms must be

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cleaned up after use and vacated at least five (5) minutes before the end of the rental period.

- Renters are responsible for reimbursement for damages to building, equipment, or contents. It is agreed that Darien Library shall not be held responsible for claims of damage or liability arising from such usage.
- Renters are responsible for leaving all rented spaces clean and for removing all food and beverages after the event. Library will dispose of garbage.
- The Library is not responsible for supplies, display materials, or other items owned by a group or individual and used in the Meeting Rooms or Library.
- Standard room set up will be handled by Library staff. No additional equipment or furniture may be brought into the Meeting Rooms. Short notice set-up requests will be considered at the Room Booking Coordinator's discretion. An additional fee may apply to any unusual or labor-intensive room set-ups.
- The renter agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting any other material currently under copyright protection.
- Minors under the age of 18 may use the rooms only when adult supervision is provided for the duration of the event.
- No alcoholic beverages are to be served at an event or meeting without express approval of the Library Director.
- Smoking or vaping is prohibited within twenty-five (25) feet of a Library doorway, operable window, or air intake vent, in addition to the premises' interior.
- The Meeting Rooms may be available for use at times outside the Library's normal operating hours by special request and payment of additional fees.
- The Library Director reserves the right to cancel any approved rental with notice in the event of a Darien Library requirement. An appeal of this decision may be made to the Library's Board of Trustees. Further, the Library is not responsible for weather emergencies, building evacuations, or "acts of God" that may prevent the Meeting Rooms or Library from being available on the agreed upon date and time.
- Any accident or incident on Library property must immediately be reported to the Library Director or their designate on-site.

Publicity Requirements

The Room Bookings Coordinator's approval is required in advance for all publicity and all items that will be distributed at a meeting at which the public is in attendance.

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Publicity includes, but is not limited to, press releases, flyers, posters, pamphlets, banners, emails, and social media.

All materials should focus on the event and its sponsor, and should not in any way appear to portray the event as a Darien Library event or affiliated with Library programming. To that extent there should be no images or likenesses of the Library, no use of the Library's logo, or a combination of colors and typeface that mirror the Library's. Non-library groups and individuals may not use the Library's address and phone number as their own or as contact information regarding their event.

All publicity must include the following text:

This event is held at, but not sponsored by, Darien Library. Any views and opinions expressed are not those of the Library.

Application Procedure

The Room Bookings Coordinator will review the online application form (<https://www.darienlibrary.org/reserve-room/meeting>) submitted by any qualified applicant, and will process application in order of their receipt. In deciding whether or not to approve an application, the Room Bookings Coordinator may consider whether the requested use would put undue strain on the Library's resources or interfere with other Library activities. The Room Bookings Coordinator is not limited to these criteria and may consider other factors they view as appropriate in making their decision.

Room Rental Fees

Meeting Room	Hourly Rate, Non-Profit Organizations (2 hour minimum)	Hourly Rate, For-Profit Organizations (2 hour minimum)
Community Room	\$75/hour	\$200/hour
Heron Room	\$45/hour	\$150/hour
Leroy Room	\$40/hour	\$115/hour

A deposit in the amount of one (1) hour at the room rate may be required before the room booking can be confirmed. If a room booking is canceled within 48 hours of the reserved time, the deposit is non-refundable.

Fees or expenses are to be paid online via Square or by check made payable to "Darien Library." Town of Darien Boards, Departments, and Commissions, and State of CT and United States governmental organizations are exempt from these fees.

Qualifying as a Darien Non-Profit Organization

Non-profit organizations (NFP) not known to Darien Library will be asked to demonstrate their non-profit status. Any of the following criteria will qualify a group as a Darien non-profit:

- The NFP is a registered 501© organization incorporated using a physical Darien address.
- The NFP maintains a permanent physical office within Darien.
- A resident of Darien is an officer or member of the Board of Directors or Board of Trustees of a registered 501© NFP and can serve as the room rental applicant.
- The NFP is a formalized and governed Darien neighborhood association.
- The NFP is a Darien youth sports or community organization.

The Room Bookings Coordinator will work with applicants to determine their identity as a Darien non-profit. Qualified groups must apply to have their eligibility reviewed every three (3) years.

Minimum Technology Requirements

The following use of technology in the Meeting Rooms is available at no charge:

- Microphones (wired, wireless, or voice-lifters)
- Basic A/V setup (microphones, laptop, and projector)

A dedicated Technology Assistant may be reserved for an additional fee of \$50/hour (2 hour minimum), pending availability.

Presenters and groups are welcome to use their own laptops or devices while conducting their program or meeting at the Library. We recommend the following

minimum technology requirements for the best performance. Devices not meeting the minimum requirements may not be compatible with the Library's hardware systems.

A Library laptop may be requested with advance notice if the device does not meet the minimum requirements.

Minimum Hardware Requirements

- Device is less than five years old
- HDMI, VGA, or Apple Mini Display ports
- Webcam (if running a video meeting)
- Audio port (if playing audio)

Minimum Software Requirements

- Microsoft Windows 10 or newer
- Apple MacOS 11 or newer
- Updated version of software to be used (e.g., browser, Zoom)

Insurance Requirement

For events outside of regular Library hours, a Certificate of Insurance in the amount of \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage is required. This may be obtained from your insurance agency and must be provided before approval of your reservation request. The Town of Darien and the Darien Library must be named as "Additional Insureds" on the Insurance Certificate for the times the Meeting Room is requested.

Prior to an event or meeting being held, the Library may, in its discretion, request that a damage deposit be delivered to the Library, in an amount determined by the Library, which will be used to cover damages suffered by the Library during or as a result of the outside group or individuals' meeting or event. The balance, if any, will be returned to the outside group or individual following their event or meeting.

Patron Behavior

All patrons and attendees utilizing a Library Meeting Room are subject to the Library's Patron Behavior Policy (<https://www.darienlibrary.org/about/policies/patron->

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[behavior-policy](#)). Failure to comply with this or any other relevant Library policies may result in individuals or groups being asked to leave the Library.

This policy was approved and adopted by the Board of Trustees on August 29, 2022; updated on February 11, 2026.

The Board of Trustees shall review and update this policy, at minimum, every five years.