

EVENT SPACE POLICY

The Library maintains several spaces to be used by its patrons and the outside community for larger public and private events (the “Event Spaces”). A full list of the Event Spaces is available from the Library staff and on the Library website.

The Library permits individuals and groups to reserve the Event Spaces on an equitable basis, regardless of the beliefs or affiliations of the reserving party, in accordance with Article VI of the Library Bill of Rights of the American Library Association. Thus, the fact that a person or group is permitted to use an Event Space does not constitute an endorsement by the Library of the views of the person or group.

The Town of Westport, State of Connecticut and Federal Government may use the Event Spaces and their use may be prioritized. First and foremost, however, the Library maintains its Event Spaces for its own programs and reserves the right to prioritize its use above all others.

The Library may deny someone use of its Event Spaces if such use would violate any laws, regulations or Library policies, including, but not limited to, the Library Code of Conduct. In addition to this policy statement, potential users of the Event Spaces must enter into a separate Space Rental Agreement with the Library, which incorporates this policy and includes additional obligations.

Food and beverages, including alcohol, may be served in the Event Spaces, but such use is tightly restricted under the Space Rental Agreement.

The Library reserves the right to impose limitations on the length and frequency of use of the Event Spaces by any one person or group, to allow others to have the opportunity to make use of these spaces. An event is “public” when it is open to members of the general public and promoted in such a way to encourage public attendance. Signs, flyers and/or digital advertisements for the event must follow the parameters defined in the Space Rental Agreement.

The Library reserves the right to charge for the use of Event Space.

Adapted by the Board of Trustees July 10, 2019

Effective Date: 7/19