

Bentley Memorial Library
Bolton, Connecticut

CONFERENCE (MEETING) ROOM POLICY

Any local group with the following condition may use the conference room.

1. Groups are limited to a maximum of six (6) people due to the size of the room.
2. Groups must meet during the regular open hours of the library or in the presence of library supervisory staff, a member of the board, or member of Friends.
3. Meetings held in the conference room are limited to those sponsored by non-commercial, non-profit, tax-exempt organizations and groups.
4. Conference Room reservations can be made by contacting a member of the library staff.
5. Information required at the time of reservation includes the name of the organization, number of participants, date, time, and the name and phone number of the person in charge of the meeting.
6. The library has first priority in use of the conference room. The library reserves the right to revoke permission to use the conference room if the room is needed for library purposes.
7. Groups not able to comply with the above conditions will be referred to the office of the superintendent of schools and/or town hall in order to make arrangements for other meeting venues.
8. Cancellations are to be made with as much of a 24-hour notice as possible.