



Meeting Room Use Overview

All organizations or persons requesting use of a meeting room must read and understand the guidelines outlined in the following document. In addition, an application for meeting room use is required to secure scheduling. That application can be found on the Mystic & Noank Library website or by inquiring at the Circulation Desk.

Ames Room:

The Ames Room is our large meeting space and is available year-round for booking. Priority is given to library staff, board of trustees, and Friends of the Mystic & Noank Library. This room is designated as the main space for library programming. Thus availability is limited, and reservations are required.

Reservations must be made at least one week in advance and may be made up to six months in advance of the proposed meeting date. Reservations become final after the Circulation Supervisor has confirmed the use of the meeting room with the applicant. The Library may deny a meeting request if the proposed meeting conflicts with the Library's rules relating to meeting spaces. Please refer to the meeting room use agreement and our code of conduct for details. In these cases, the Circulation Supervisor will reach out to you with alternative options.

An organization or person may use the Library's meeting facilities for events or meetings at which attendance is limited to organization members and/or invited guests up to twice per month. These meetings must fall within the Library's normal operating hours which are as follows, 10 am-7 pm Monday through Wednesday and 10 am-5 pm Thursday through Saturday (10 am to 2 pm early June to early September). The Library reserves the right to cancel or relocate the meeting to an alternate meeting space for any reason deemed necessary by the Library.

Community members may request to use the Ames Room for public discussions, information sessions, or programs that may be of interest to a broader audience. It is important to note that the views and opinions expressed by presenters or meeting hosts do not necessarily reflect the views or positions of the Mystic & Noank Library. Please refer to our full [mission statement](#) for more information.

The Ames Room is a large community room that is intended to serve as many people as possible. Because of this, the Ames Room cannot be booked in advance for one-on-one meetings. However, if the Ames Room is vacant with no scheduled meetings, patrons may request to borrow the space for privacy. In these cases, permission of the Library staff is required and the Mystic & Noank Library reserves the right to ask patrons to vacate the room.



In order to request use of the Ames Room, a [Meeting Room Request Form](#) must be filled out by the person who will be responsible for the meeting being requested. The form is available electronically and at the Circulation Desk. The Circulation Supervisor will review the request and be in contact within one week. For more information, you may call the library and speak directly with the Circulation Supervisor.

Maximum Occupancy: 40

Activity Room:

The Activity Room is available for booking except during the busy summer months (May-September). Priority is given to library programming.

Reservations will be made at the discretion of the Circulation Supervisor and will be dependent upon availability of the Ames Room and size of the requesting group. Thus, the procedure for booking the Activity Room is the same as the Ames Room.

The Activity Room is intended to serve as many people as possible. Because of this, reservations for one-on-one meetings are not encouraged. However, in special circumstances, the Circulation Supervisor will allow booking of the Activity Room in advance. Additionally, if the Activity Room is vacant with no scheduled meetings, patrons may request to borrow the space for small meetings or for tutoring purposes. In these cases, permission of the library staff is required and the Mystic & Noank Library reserves the right to ask patrons to vacate the room.

Maximum Occupancy: 12

Conference Room:

The Conference Room is located upstairs just behind the reference desk. Previously the director's office, this space is intended to be used by staff, board of trustees, and the Friends of the Mystic & Noank Library for library-related business. It is scheduled for internal use on a monthly basis.

In order to use the room members of staff should notify the Circulation Supervisor who will update the calendar. Members of the Library Board and Friends of the Mystic & Noank Library must coordinate use of the room with the Circulation Supervisor via email or by filling out a [Meeting Room Request Form](#).

Maximum Occupancy: 6



Meeting Room Use Agreement:

The following should be read carefully by anyone intending to reserve a meeting room at the Mystic & Noank Library.

1. Priority is given to the Library thus the Library reserves the right to deny meeting room requests or, in rare circumstances, to cancel meeting room reservations.
2. No organization may use the Ames Room for the promotion of any commercial interest or collect admission fees.
3. The Meeting Room is available for use by groups during regular library hours. All persons using the room must vacate the library at the time of closure. The person signing this agreement will be held accountable for vacating their group before 7 pm Mon-Wed and before 5 pm Thu-Sat.
4. All persons using the meeting room must abide by library rules and expectations. No meeting may interfere with normal library operations. The person requesting use of the meeting room is responsible for ensuring appropriate behavior and maintaining cleanliness of the room while in use by their group. Please see the Library's Code of Conduct policy for more information.
5. Usage of the meeting room does not guarantee Library sponsorship, nor do presentations reflect the views and opinions of the Library.
6. Artwork in the meeting rooms must not be moved or handled.
7. Any furniture that is moved during a meeting must be reconfigured to its original layout. Please refer to our room configuration document or ask a staff member for assistance.
8. Alcohol must not be served or consumed on library premises by any groups other than the Mystic & Noank Library. The decision to serve alcohol at Mystic & Noank Library programs and fundraising events is at the discretion of the Library Board.
9. The Mystic & Noank Library Grounds are smoke-free. Please see our code of conduct for further information.

Approved November 29, 2022

Mystic & Noank Library Board of Trustees