Milford Public Library
Program Room Rules

Eligibility:
The Program Room is available only for programs of an educational or cultural nature. Events must be free and open to the public. Sponsoring organizations may be asked to submit documentation as to their status, membership, function, etc.

Library sponsored programs will have precedence over other requests. City affiliated organizations take second precedence, cultural and educational organizations third.

The Program Room is available only during open Library hours.

The Program Room may be reserved and used only under the supervision of an adult who is at least 18 years of age.

Limitations on Use:
Evening use is limited to three uses per calendar year; day time use is limited to five uses per calendar year. Reservations for the Program Room must be made through the Business Office at 203-783-3291. The signed contract included in the room reservation packet must be returned to confirm your reservation. Reservations may be made in advance; standing reservations cannot be made.

The Program Room has available 60 chairs and four tables (80" x 30"). The Library staff will make every effort to arrange the room according to users' needs, but this is not always possible. The room must be left in the same condition it was found.

Other than tables and chairs, no other equipment is available.

Only light refreshments (e.g., coffee and cake) may be served in the tiled area. Luncheons, parties, catered receptions, etc. are not permitted. The consumption of alcohol may be permitted for specific functions with the prior approval of the Library Board.

Organizations assume the responsibility for damages to the Program Room and its contents. The Library is not responsible for the equipment, supplies and/or materials of an organization or individual using the Program Room. Organizations must remove their materials as the end of their program(s). Materials cannot be stored overnight at the Library.

Commercial transactions (selling), charging fees, and soliciting are prohibited unless approved in advance by the Library Director.

Fire Department regulations establish the maximum occupancy at 97 persons.

Parking:
There are approximately 20 one-hour spaces and 20 two-hour spaces for general Library use. Large organizations may have parking problems when the Library is busy. Cars parked in the staff parking or other restricted areas may receive parking tickets from the Milford Police.

Program Room users assume responsibility for all marketing and publicity.

The Library reserves the right to deny or revoke permission to any group who violates the Program Room rules.