

## **Meeting Room Use Policy**

Approved April 2001

Revised August 2003, July 2007

Reviewed 2004

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Meeting rooms of the Groton Public Library are available for use by non-profit groups and organizations during regular library hours. Guidelines for availability and conditions for using the public meeting rooms are set by the Library Trustees.

Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

All meetings and exhibits shall be free of charge and open to the public. Applications for use will be submitted to the Circulation Librarian. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the library staff or Library Trustees.

### **RESERVATIONS**

Reservations are made with the Circulation Librarian by submission and approval of a Meeting Room Reservation Form.

Reservation requests should be submitted one month in advance. Rooms will be assigned in order of request.

No more than four reservations per calendar year may be made in advance by any one group. Groups requesting to meet more than four times must apply on a monthly basis. Generally, no group or organization may use a meeting room more than once a month. The Circulation Librarian may grant exceptions.

Should a meeting conflict with a library-sponsored program, the library program will receive priority.

Cancellation of meeting room reservations is required 24 hours in advance. Failure to notify library of cancellation may result in denial of future request.

## **Meeting Room Use Policy, (cont'd)**

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### **REGULATIONS FOR MEETING ROOM USE**

Room capacities, limited by Massachusetts fire regulations, are given on the reservation form.

No admission fee or collections are permitted.

Non-alcoholic beverages, non-staining beverages, and light refreshments may be provided in Sibley Hall or the Community Room with prior approval by the Circulation Librarian.

Smoking is not permitted in the library building or library grounds at any time.

Library staff will set up the room as requested. The group using the room is responsible for leaving the room in a clean and orderly condition.

Any publicity must include the following statement: "This event is free and open to the public." The Circulation Librarian must approve any press releases, advertisements or announcements about meetings before publication.

Neither the Library Trustees of the Groton Public Library, or the Town of Groton, shall be held responsible for injury to persons or property that occurs while a meeting room is being used.

The individual who signs the Meeting Room Form assumes responsibility for any personal injury or property damage resulting from their use of said room and will be responsible for payment of any claims resulting there from.

Meeting space is available only during regular library hours. All programs must end fifteen minutes prior to closing.

Meeting rooms will not be available when the library building is closed due to emergency conditions or inclement weather.

Failure to abide by this policy and the rules and regulations of the Groton Public Library will result in denial of subsequent use privileges.