

Granby Free Public Library

297 East State Street Granby, MA 01033
413-467-3320

Community Room Use Policy

Purpose: The Granby Free Public Library exists for the purpose of providing library services for residents of Granby, Massachusetts. The library's Community Room may be used for library programs and may also be used by non-profit groups engaged in educational, cultural, intellectual, or civic activities. The Community Room facility shall be made available to non-profit groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

Policy: When the Community Room is not being used for library programs, the Trustees welcome the use of the meetings rooms by non-profit groups and organizations. Such use of the rooms must be free and open to the public. The Community Room will be scheduled during and after open library hours according to the following priorities:

- Library related meetings or programs
- Municipal or school related meetings or programs
- Other local non-profit groups

The Library Director, with approval of the Board of Library Trustees, has the right to grant exceptions if such use does not inhibit other groups from using the space and may amend the reservation date and/or time as needed.

Guidelines:

1. All requests to use a meeting room must be made at least 7 days in advance by a Granby resident who takes responsibility for the group's compliance with this policy.
2. Groups using the Community Room will be held responsible for any costs incurred by the Library or the Town as a result of that use.
3. The condition of the room must be neat when vacated. Wall hangings and furniture are to remain undisturbed unless special arrangements are made in advance. Upon exit, please arrange the room as initially found.
4. The building must be vacated prior to midnight.
5. A maximum of 60 people may use the Community Room. There are 60 chairs and four – six foot tables if needed.
6. Only light refreshments may be served. No facilities are available for cooking meals. No alcoholic beverages are allowed.
7. All activities must be confined to the Community Room. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.
8. No soliciting of business or fundraising is allowed.
9. Failure to follow these guidelines may result in loss of future use of the meeting room.

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Application for Community Room Use

Reservation Date: __ / __ / ____ Time: (From) ____ am/pm (To) ____ am/pm

Name of Organization/Group: _____

Telephone: _____ Email: _____

Representative/Contact: _____

Mailing Address: _____

Number of People Using Room: (60 Maximum) _____

Number of Chairs Needed: (60 Maximum) _____

Number of Tables Needed: (4 Available) _____

List any A/V equipment needed: _____

I have read the Meeting Room Use Policy and agree to abide by it. I also agree to be held responsible for any infractions and to assume all responsibilities indicated in the regulations.

Signature: _____

Name: (Please Print) _____

Address: _____

Telephone: _____

Approved By: _____ Date: _____