

# Granby Free Public Library

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

## Meeting Room Use Policy Edith Neftel Warren Local History Room Conference Room

**Purpose:** The Granby Free Public Library exists for the purpose of providing library services for residents of Granby, Massachusetts. The library's meeting rooms are used primarily for library programs but may be used by non-profit groups engaged in educational, cultural, intellectual, or civic activities. The meeting room facilities shall be made available to such groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.

**Policy:** When meeting rooms are 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 meeting rooms will be scheduled during 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 meeting 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. A maximum of 6 people may use the Edith Neftel Warren Local History Room and a maximum of 14 people may use the Conference Room.
5. No food or drink may be served. No facilities are available for cooking meals. No alcoholic beverages are allowed.
6. All activities must be confined to the meeting room. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.
7. No soliciting of business or fundraising is allowed.
8. Failure to follow these guidelines may result in loss of future use of the meeting room.

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**Application for Meeting Room Use**

Reservation Date: \_\_ / \_\_ / \_\_\_\_ Time: (From) \_\_\_\_ am/pm (To) \_\_\_\_ am/pm

Name of Organization/Group: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative/Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Room Space Available:

Edith Neftel Warren Local History Room \_\_\_\_\_ Seats 6

Conference Room \_\_\_\_\_ Seats 14

Number of People Using Room: \_\_\_\_\_

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: \_\_\_\_\_