

# 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 10:00pm.
5. Security guidelines for after-hours use include contacting a library staff person prior to entering and immediately after exiting the building to disarm/arm the alarm system accordingly. If this is not followed, the alarm will sound and police will be notified. The keypad outside the Community Room door must be used to contact the police department to unlock the door. **This must be done after the alarm is disarmed.** Ensure that the door is locked and secured upon exit.
6. A maximum of 60 people may use the Community Room. There are 60 chairs and four – six foot tables if needed. Additional tables and a projector/laptop cart may be available upon request.
7. Only light refreshments may be served. No facilities are available for cooking meals. No alcoholic beverages are allowed.
8. 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.
9. Only the Friends of the Granby Library may charge a fee for fundraising events held in the Community Room.
10. No outside groups may use the Community Room to solicit donations or to sell or promote items or services.
11. Individual political candidates may not use the Community Room for campaign purposes.
12. Failure to follow these guidelines may result in loss of future use of the meeting room.