GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033

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 meeting rooms by non-profit 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

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 checking in with a library staff person upon entering the building to establish after-hours contact. Immediately after exiting the building, a library staff person must be contacted to arm the alarm system accordingly. Ensure that the door is locked and secured upon exit.
6. A maximum of 60 people may use the Community Room; 43 if utilizing tables. 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 groups' activities is prohibited.
9. Only the Friends of the Granby Free Public 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 room.