

GREENVILLE PUBLIC LIBRARY
COMMUNITY ROOM GUIDELINES

A. The Community Room shall be available to all persons representing the Greenville area upon verbal request and approval of the Library Director. The Library Director may waive the requirement that the organization seeking to use the Community Room must represent the Greenville area. Due to the additional expenses incurred by the expanded usage of this facility, donations are willingly accepted.

Such request should include the following information:

1. The name of the organization or group requesting to use the Community Room.
2. The date, time, and length of intended use.
3. The nature of the activity planned for such use.
4. The name of the person or persons responsible for such organizations.
5. The number of persons expected to attend.

All long term usage requests must be renewed yearly and if there is a time span during which an organization is not meeting during that period, those dates should be clarified with the library staff.

C. Fund raising activities shall be prohibited unless authorization is obtained by the Library Director and/or the Board.

D. Attendance limit for the smaller Community Room shall be 40 people and *60 people for the larger Community Room. The room designated for usage shall depend upon need and availability.

E. The Library Director shall have the authority to approve or deny applications for use of the Community Room in accordance with guidelines set forth herein. Denial of a Community Room request may be appealed to the Greenville Memorial Public Library Board of Trustees or Town Board.

* can be exceeded under certain circumstances

F. Keys for each room can be obtained shortly before time of use from the library staff and should be returned as promptly as possible thereafter.

G. Alcoholic beverages and smoking are prohibited in the Community Room.

H. There is a small kitchenette which can be utilized; all food and utensils (cups, etc.) are to be supplied by individual, club or group. Plastic bags for removal of debris is your responsibility as well as general clean up. The library does not provide a cleaning staff. A vacuum is provided for your convenience.

I. Any persons using the Community Room shall be fully responsible for any damage caused by such organization in the use of the Community Room.

J. The Greenville Memorial Public Library and/or the Town of Greenville shall not be responsible for any damages or injuries caused by the use of the Community Room. Any organization or group using the Community Room shall save harmless and indemnify the Greenville Memorial Library and/or the Town of Greenville for any damages or injuries caused by use of the Community Room.

K. The Greenville Memorial Public Library is for the use of the community. Continued use must depend upon its proper use and care. The Board of Trustees welcomes any ideas, suggestions or comments with respect to the use of the Community Room and/or any other aspect of your Greenville Memorial Public Library. A supply of these guidelines shall be readily available from library staff for distribution to interested parties.

The Board of Trustees

(rev. 1/9/08)