

GREENVILLE PUBLIC LIBRARY

Community Room Policy

Statement of Policy

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. Use of The Greenville Library's meeting rooms is primarily for programs conducted or sponsored by the Library. Meeting rooms are also available for use by others for educational, cultural, recreational or civic purposes. Authorization to use the Library's facilities does not reflect endorsement by the Library. Meeting rooms shall not be used for-profit, entrepreneurial or commercial purposes. Exceptions to this policy may be made at the discretion of the Director or Library Board of Trustees in keeping with the Library's mission statement. Due to the additional expenses incurred by the expanded usage of this facility, donations are willingly accepted.

Application Procedure

Requests 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.

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. * can be exceeded under certain circumstances

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.

General Rules of Use

- 1.** 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.
- 2.** Alcoholic beverages and smoking are prohibited in the Community Room.
- 3.** 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 are located in the upper kitchen cabinet.
- 4.** The applicant is responsible for all cleaning up. The library does not provide a cleaning staff. A vacuum is provided for your convenience.
- 5.** Nothing may be attached to the walls, ceilings, doors or furniture in either meeting room (tape, nails, tack, or staples).
- 6.** Activity and noise levels in the meeting room during meetings must not disrupt or disturb regular library activities.

Check-Out and Cleaning Procedures for Community Room

- 1.** Tables and chairs have been cleaned and returned to its original configuration (see diagram by cabinets).
- 2.** Floors have been vacuumed.
- 3.** Garbage receptacles $\frac{3}{4}$ full - Garbage has been bagged and placed in utility room or taken home.
- 4.** Fresh garbage bags have been inserted into garbage receptacles.
- 5.** Bathrooms have been left clean and tidy.
- 6.** Kitchenette area has been left clean tidy.
- 7.** Heat set to - 68 degrees, Air Conditioning set to - 72 degrees.
- 8.** Lights have been shut off.
- 9.** Doors have been closed tightly and locked.
- 10.** Key should be put in the provided bag and left in the book drop in the front of the building.

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

Non compliance with the regulations here stated may result in the denial of future use of meeting space.

Library personnel must have free access to the Community Room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.

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.

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.

Approved by the Board of Trustees

Revised March 28, 2012

I have read and will comply with the Greenville Public Library Community Room Policy.

Signature of Authorized Person Making Request

Date

Event

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