



Guidelines for Library Room Use

IMPORTANT: Please be sure to tell the library clerk the number of people attending your event.

1. The Library has first priority for using meeting rooms for Library programs or Library business.
 2. If not being used by the Library, meeting rooms are available on a first-come, first-served basis.
 3. Rooms may be reserved no more than 90 days in advance.
 4. Social, educational, and recreational groups may use the room(s) by reserving space online at our website www.greenwichfreeLibrary.org or by calling 518-692-7157. If booking space online you will be contacted by email with a confirmation of your request.
 5. Rooms cannot be used for campaign or commercial purposes or for private parties. Only Library sponsored programs may offer items for sale.
 6. Those reserving a room must be 18 or older. If an adult reserves the room on behalf of a group of children, an adult must be present for the duration of the meeting or event.
 7. No fees are collected to use rooms; groups or organizations cannot charge to attend the meeting or event. Groups may collect reasonable material fees only.
 8. Each group assumes full responsibility for any personal injury and any loss or damage to Library property. The Greenwich Library and its Board of Trustees are hereby absolved from any liability resulting from personal injury or damage to personal property when using the community room.
 9. Each group shall leave the room in a clean and orderly condition and return furniture to the positions they found them in. ***If Library equipment is used (kitchenette items, audiovisual equipment) it must be cleaned and returned to its proper place, in working condition.***
 - No materials may be attached to any wall or window in the Library excepting approved materials that have been posted to bulletin boards by Library staff.
 - All refreshments, excepting beverages, must be prepared off-site. The kitchenette areas are not intended for full-scale food preparation.
 - All unused food, beverages, and trash must be removed from the building at the end of the meeting.
 - Capacity in the Community Room is 82, 38 with chairs and tables. Digital projector and DVD player and screen available. Sink accessible.
 - Capacity in the Small Basement Meeting Room is 10; capacity in the Large Basement Meeting Room is 38; capacity in the downstairs lobby is 13; capacity in the downstairs hall is 9.
 - Free public Wi-Fi is available in all meeting areas.
 - Please ask those attending your meeting to use street parking, instead of the library lot.
- All plates, cups, and utensils must be supplied by the group using the room.
 - Applicant assumes responsibility for any missing items or damage after using the meeting room.
10. Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must explicitly state that the Library is not a sponsor or contact for the event. Having a meeting at the Library does not constitute an endorsement of the program by the Library.
 11. If your meeting requires the use of Library audio visual equipment it is the responsibility of the booker to come in to the Library for brief training in its use at least 2 days prior to the event time, as a staff member may not be available at the booked room time.
 12. If using the upstairs Community Room ***before or after*** Library hours, the applicant assumes responsibility for:
 - Picking up and signing out key prior to meeting.
 - Ensuring regulations are followed.
 - Locking the building and returning the key in the front book drop immediately after the meeting.
 - Reporting attendance of meeting to Library staff.

NOTE: The meeting rooms on the lower level are available only during operating hours. Please review the Library's hours of operation before booking a room.

13. If a previously planned meeting is to be cancelled for any reason, the Library must be notified. The Library director or the director's assignee will notify groups as soon as possible of a closure affecting applicant's meeting.
14. Any person or group found to be violating these guidelines may be barred from future use of community rooms.
15. Comments about the Room Use Policy should be addressed to the Director. Unresolved issues will be brought to the Board of Trustees for review.

Day/Date of Meeting:

Time:

Room:

Available Features

- 35 chairs
- 20 folding tables



Community Room Use Agreement

Please detach and return to Greenwich Free Library

Please print:

Date _____ Organization Name _____

Contact Person _____

Phone _____ Email _____

Day/Date of Meeting _____ Time (start) _____ (end) _____

Location: Community Room Large Basement Room Small Basement Room

I have read and understand the attached **Greenwich Library Room Use Guidelines**,

Your Meeting will be listed on our Web Calendar.

Will you be using the library's audiovisual equipment? Yes* No

**If Yes, please ask for instructions on how to use the equipment prior to your meeting.*

Signature of Contact Person _____

FOR LIBRARY USE ONLY:

PLEASE FILL OUT when form is received

Certificate of Insurance received, if applicable	(Y / N)	Staff initials: _____
Meeting recorded on calendar?	(Y / N)	Staff initials: _____
Key picked up (if needed)?	(Y / N)	Staff initials: _____
Key returned (if applicable)?	(Y / N)	Staff initials: _____
Attendance recorded	(Y / N)	Staff initials: _____

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