

GREENFIELD PUBLIC LIBRARY

ROOM RESERVATION AND USE POLICY

It is the mission of the Greenfield Public Library to provide library service which meets community needs in a professional, efficient, friendly manner and to provide access to materials, facilities, equipment and staff to facilitate retrieval of information and knowledge that enriches the life and fulfills the informational, cultural, civic, leisure and educational needs of the individual.

As such, the Library Board through this Room Reservation and Use Policy seeks to promote the mission by facilitating the free exchange of ideas and information, robust discussion of issues and events, and enhancement of the lifelong learning of residents through literacy, educational, informational, recreational and entertainment programs, workshops, seminars, meetings and forums. The views presented by any organization utilizing the Conference Room and/or Community Room and the content of their programs are solely the views of and content presented by the organization, and not those of the Greenfield Public Library

Toward this goal, the Greenfield Public Library Board has set the following policies to govern the reservation and use of the public rooms for non-Library functions. The use of the public rooms for Library functions will supersede all other uses. All programs held in the Library Community or Conference Rooms must be open to the public unless a private rental fee is paid.

A. PRIORITY ACCESS:

Room Reservations shall be made available to organizations and individuals under the following order of priority in reserving access to the Community Room and Conference Room:

1. City government functions. Reservations can be made up to 6 months in advance.
2. City department functions. Reservations can be made up to 6 months in advance.
3. Greenfield- based civic and community organizations functions. This applies to organizations whose primary function is service to the Greenfield community. Reservations can be made up to 4 months in advance.
4. Educational programs sponsored by public educational institutions. Reservations can be made up to 4 months in advance.
5. Others, including individual, private and commercial uses by Greenfield residents. Reservations can be made up to 4 months in advance, and will incur a non-refundable rental fee.
6. All others, including individual, private and commercial uses from other communities. Reservations can be made up to 3 months in advance, and will incur a non-refundable rental fee.
7. There is a limit of 4 times per year that groups in categories 3-4 can use the library rooms rent free, after which the organization will be required to pay a rental fee.

Please note: the Conference Room will not be available the 2nd Thursday of each month in the evening, due to a standing reservation of the Library Board.

The Community Room has capacity of 100 persons and the Conference Room has a capacity of 25 persons.

B. FEES:

1. There will be no user or deposit fees charged for room use to groups falling into Priority Access categories 1-2.
2. There will be a refundable deposit fee of \$25.00 to hold a reservation applied to groups falling into categories 3-6. There will be an additional non-refundable rental fee to be charged for room use for groups falling into Priority Access categories 5 & 6, as follows:

Greenfield Residents	Conference Room	\$ 25.00 per hour
	Community Room	\$ 50.00 per hour
Non-Greenfield Residents	Conference Room	\$ 50.00 per hour
	Community Room	\$ 100.00 per hour

The refundable deposit check will be returned following the room use and staff completion of the room condition checklist to determine the room was returned in clean condition and without damage to the facilities, furnishings or equipment.

3. There will be a non-refundable \$50.00 equipment user fee for use of the audio-visual equipment. There will be no charge for use of the kitchen sink, microwave or refrigerator, or podium with microphone.
4. If the applicant requests that Library staff set-up and/or take down furniture, there will be an additional \$50 non-refundable room fee.
5. There will be a \$50.00 take-down fee assessed to the named applicant if the furniture in the room is not returned to its initial configuration.
6. Rooms must be completely vacated no later than 30 minutes before the library closes, and a \$25.00 charge for every 10 minutes a group stays past the library's closing time will be applied and/or denial of future reservations.

C. APPLICATION PROCESS:

1. An official Greenfield Public Library Room Reservation Application must be filled out and signed by an adult over the age of 18. This application will be made available in the Library and on the Library's web page.
2. No phone reservations will be accepted.
3. The Library will approve or decline a Reservation Application within 5 business days whenever possible.
4. The Reservation Application must be accompanied by the deposit, when applicable, in order to be considered for possible room use.

D. HOURS:

1. The Community Room and Conference Room will be made available for reservations during all hours the Library is open.
2. No reservations will extend beyond regular Library operating hours.
3. Rooms must be completely vacated no later than 30 minutes before the library closes.
4. The Library reserves the right to decline any reservation whose scheduling would interfere with ordinary Library or Municipal operations and functions.
5. In the event that the Library closes for an emergency such as inclement weather, the Library reserves the right to cancel any reservation held at this time without any liability.

E. DAMAGES & CLEAN-UP:

1. The named applicant assumes full financial liability for damages and clean-up costs incurred through the duration of the reservation regardless of which visitor was at fault for the damage or need for clean- up. It is the named applicant's responsibility to return the room to its original furniture configuration.
2. After each room use, Library staff will complete the room condition check list to assess the condition of the room. The assessment shall be completed by Library staff before any further use of the room is allowed.
3. Damage or cleaning fees will be charged to the named applicant at the Library's cost.

F. MISCELLANEOUS:

1. No alcoholic beverages or smoking will be allowed on Library premise.
2. The Library Director will decline a reservation to any organization whose past use interfered with the normal library operations or functions, or resulted in damages.
3. The Library will end any program whose use disruptive to the ordinary Library or Municipal operations or functions.
4. The Library Director's decision to decline a reservation can be appealed to the Library Board at its regular monthly meeting. Written notice requesting an appeal must be received by the Library by the first of each month in order to be considered by the Library Board at its next meeting. Library Board meetings usually occur the 2nd Thursday of each month.
5. All advertisement copy prepared by a group reserving a room must be preapproved by designated library staff prior to public release or mailing, and failure to do so could result in cancellation of the reservation and forfeiture of deposit/fees.
6. There will be no reservations taken for the study rooms. These rooms will be made available on a first- come, first-served basis. Use may be limited to 2 hours per person per day if others are waiting for the room.
7. The library reserves the right to keep the deposit if a group reserving a room cancels without notifying the library at least 24 hours prior to their reservation start time.