

Meeting and Quiet Study Room Use Policy

It is the policy of the Greenfield Public Library to provide a meeting room to be used in conjunction with library activities to further the library's mission by facilitating the exchange of diverse information and ideas.

Meeting Room

The library is in a city complex that also is home to the Greenfield City Hall and thus shares the meeting room space. Greenfield City Hall oversees reservations and guidelines for use of the meeting room. For a complete list of guidelines for reserving the space contact Greenfield City Hall.

Library Events in the Meeting Room:

- There is no charge for any programs affiliated with the Greenfield Public Library.
- The library assumes no liability for theft or damage to property brought onto library/city property or for injuries, which occurs as a result of actions of sponsors or participants in activities in the meeting room.
- The library is not to be considered the sponsor, the host, or the endorser or in any other way associated with any organization using the meeting room. Unless otherwise approved by the library director prior to the event or if the program is sponsored/organized by the library.

Quiet Study Room

The Greenfield Public Library provides a quiet study room for public use. The Quiet Study Room is attached to the Junior Room with a capacity of 4 people. Users of the space are to remain in the designated study area and not in the employee only area beyond the quiet study space.

- Reservations can be made in advance or if not otherwise reserved on a first come, first serve basis. Patrons may make a reservation on that day at the circulation desk or by telephone.
- Study rooms are booked for two-hour increments. If at the end of the first time frame, no one else is waiting, the individual or group may book an additional two hours. Reservations will be cancelled if the person/group does not check in within 15 minutes of reservation start time.
- The study room is not to be used for commercial purposes, including transacting business or soliciting customers or clients. The library is not considered the sponsor, host, or endorser in any or in any other way associated with any organization using the meeting room. Unless otherwise approved by the library director prior to the event or if the program is sponsored/organized by the library.

- Study room use must be held during regular library open hours and must not disrupt nearby patrons using the library. The library reserves the right to revoke permission of individuals or groups to use this space due to a violation of library policy.
- Study room occupants must return the room to original condition and exit the room prior to library closing time.
- All study room users must abide by the Library Conduct Policy and all other library policies. All users of library study rooms are responsible for damage to equipment, furnishings, floor coverings and other library property. The library will not be responsible for theft or damage to property supplied by user (including personal items) or for injuries as a result of activities in the room.

Created policy August 14, 2012

Submitted February 2013

Reviewed and amended May 13, 2025