**Greenfield Public Library**

**Meeting 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. The Library is located in a city complex that also is home to the Greenfield City Hall and thus share the meeting room space.

**Terms for public use of the meeting rooms are:**

* Persons or groups of persons must make reservations requests through Greenfield City Hall office at least 2 days before the event.
* There is no charge for any programs affiliated with the Greenfield Public Library.
* Groups reserving the meeting room are responsible for the set-up and take down of all tables and chairs used.
* Nothing may be affixed or mounted in any way to the walls.
* The individual or group reserving the room shall be responsible for any damage to or loss of library property. If library/city property is either damaged or lost, the City Clerk shall obtain estimates for the repair of the damage or the cost or the replacement of the lost property. The individual or group will be responsible to pay that amount to the Library.
* Light refreshments may be served. Meal preparation is not allowed. Users are responsible for cleaning up and restoring the room to its original condition before leaving. Failure to do so will result in an assessment of a monetary penalty, in an amount sufficient to reimburse the Library/City Hall for the cost of repairs to restore the room. As, well as possible suspension of future use to be determined by the library director.
* No smoking or alcoholic beverages are allowed in the building.
* Evening use shall be terminated by 11:00 p.m.
* Setup time shall be no sooner than one day before reserved date if the room is available.
* 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.

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Submitted 02/2013