

USE OF GROTON PUBLIC LIBRARY MEETING ROOMS

GENERAL

The Groton Public Library has meeting rooms available during all public hours of operation. All meetings scheduled at library facilities must be free of charge and open to the public. Reservations for meeting room use are required in advance.

Meeting rooms may be used free of charge by non-profit community groups and organizations whose aims are educational, cultural, or for civic betterment, provided that such use does not interfere with library programs and functions. Non-profit groups may reserve dates up to one year in advance.

For-profit groups may use meeting rooms for a fee. See current fee schedule. For-profit groups may reserve dates up to 3 months in advance. Applications from for-profit groups are subject to approval by the library administration. Programs sponsored by for-profit groups must be free and open to the public and must follow all other "Guidelines for Use."

RESERVATIONS

In order to make the rooms available to as many eligible groups as possible, no group may schedule more than 12 meetings (one per month) during a fiscal year (July to June). Application for use of a meeting room should be made at least one month in advance of the meeting date. Applications may be made in person, by calling 441-6750, or on the library website.

The meeting rooms will be assigned in priority order to: (1) library programs and library-affiliated groups, (2) official town boards, committees and agencies, (3) local non-profit groups, and (4) profit-making groups. In rare cases Library or Town events may preempt your confirmed reservation. Every effort will be made to reschedule your event.

Repeated reservation cancellations may result in future applications being denied.

Kitchen facilities are available with Meeting Room 1 and must be requested in advance.

Audiovisual equipment may be **reserved in advance**. If training in the use of the equipment is needed, it must be done by appointment in advance of a scheduled event. Please see a list of available equipment on the meeting room application.

WALK-IN RESERVATIONS OF ROOMS 3, 4 & 5

Meeting rooms for tutoring or study are scheduled on a walk-in basis only. These reservations are accepted at the circulation desk 15 minutes in advance, based on room availability. Rooms are generally reserved for groups of 2 or more.

Walk-in reservations are limited to 2 hours. If no other patrons have requested space, a 1 hour extension may be granted.

For-profit groups using Rooms 3, 4 and 5 will be charged. See current fee schedule.

GUIDELINES FOR USE

- Program attendees are expected to follow the Library's posted rules for appropriate library behavior.
- No fees, dues or donations may be charged or solicited by the user for any program or exhibit. Selling or taking orders of any kind is prohibited.
- **No Alcoholic Beverages** may be served. **No Smoking** is permitted by order of the Fire Marshall.
- Rooms may not be used for birthday or anniversary parties, weddings, funerals, or other personal or private celebrations.
- Juvenile or young adult (age 18 or younger) groups may use the rooms only when adequate adult supervision is provided.
- Programs may not disrupt normal library services.

USER RESPONSIBILITIES

Groups are responsible for their own room set-up and clean-up. Staff assistance is not available for setting up equipment and materials or for carrying items in or out of the building. Premises must be left in good, clean condition. Any damage which the library considers more than normal wear will be repaired and charged to the organization or group responsible.

The library is not responsible for equipment, supplies, exhibit material or other items owned by a group or individual and used in the library.

All videos shown in the Library must be in compliance with public performance guidelines under copyright law.

Groups must clearly identify themselves in any publicity about the event they are holding at the Library. Any printed publicity must include the statement: "This program is not sponsored by the Groton Public Library." Publicity is not to include the Library's telephone number, nor may the library's name and address be used as a mailing address.

All programs must end and rooms be returned to normal configuration 15 minutes before closing. Participants must leave the building so that the staff can close the library at the scheduled time.

ROOM CONFIGURATION

Groups using meeting rooms 1 and 2 are welcome to shift tables and chairs to suit their needs. Library staff is not available to help with set-up or break-down of tables and chairs. **By the end of the scheduled time in Meeting Rooms 1 or 2 all groups must return the room to the normal furniture configuration.** Configuration diagrams are posted in each room. Repeated failure to adhere to these guidelines may result in loss of a groups' privilege to use meeting room facilities.

The Fire Marshal has set the following limits as to maximum capacity:

Rooms 1 & 2 combined	120	Room 3	6
Room 1	70	Room 4	12
Room 2	40	Room 5	6