

Meeting Room Use Policy

The Greenwood Public Library welcomes the use of our meeting rooms for public programs and meetings sponsored by non-profit, civic, educational, and cultural groups. Rooms will be booked according to the following priorities:

- **Priority 1:** Library Programming/use
- **Priority 2:** Official meetings and programs sponsored by or conducted by Sussex County or other government entities.
- **Priority 3:** All other approved programming by non-profit, civic, educational, and cultural groups.

Use Requirements:

- Programs and Meetings must not charge admission fees or other charges.
- The organization must arrange the meeting room for its use, return it to its original arrangement before leaving and is responsible for any damage to the facility, including replacement/repair costs. Fastening (tapes, tacks, etc.) cannot be used on an meeting room walls, floors, or furniture.
- All facilities must be left clean after use or a cleaning fee may be assessed and any accidents must be reported immediately to the library staff.
- Program publicity may indicate location and time but cannot state or imply that the Library is a program sponsor unless agreed to by the Library.
- Ensure that children/ teen meetings have adult supervision.

Reservation Requirements:

- Reservation requests for the meeting room can be made between two weeks and up to six months in advance of the needed date. Request for use of Library equipment must be made at time of booking.
- No reservations will be made or confirmed until the Reservation Form is returned to the library. The Library reserves the right to cancel meeting room reservations. Confirmation or denial of the request will be returned to the responsible person by the Library. Cancellations should be made as promptly as possible.
- Set up and break down time must be built into the requested reservation time which can not be before the library opens and must be completed at least 15 minutes before the library closes.
- When the contact person that is responsible organization or group has changed, a new form must be filed with the Library.
- Organization shall check in with the front desk staff upon arrival and report attendance numbers to the Library.

Prohibited Use:

Library meeting rooms may not be used for private social purposes; the conduct of regular religious ceremonies or services; political campaign activity relating to any specific candidate; commercial concerns; any illegal activity; or any activity that in the judgment of the Library poses a threat to the life, safety, or property of any individual. The Library reserves the right to deny future Meeting Room use to groups and organizations:

- Whose previous conduct has not complied with Library Meeting Room use policies and procedures as stated
- Whose conduct has resulted in damage or interfered with other patrons' Library use.
- Who do not show up for their reservations.

Complaints:

Problems or complaints related to this policy should be submitted in writing to the Director of the Department of Libraries.

Updated 2/17

Meeting Room Use Agreement

I have read the meeting room policy and regulations governing the use of the meeting rooms and I agree to take responsibility for full compliance with these policies and regulations. I understand that failure to do so may prevent future use of the meeting room. The Library will make every effort to accommodate terms of request; however, I understand that the Library's use of the meeting rooms is given first priority, and, occasionally, the library might ask the requestor to reschedule. *I understand that if my group has three 'no calls, no shows' they will not be allowed to book a meeting room with this library again.*

Name of the Organizational Group: _____

Date(s) of the Event: _____

Beginning Time: _____ am/pm Ending Time: _____ am/pm Estimated Attendance: _____

Purpose of Event: _____

Contact Person: _____

Address (Street): _____

(City): _____ (zip code) _____

Phone (Day): _____ (Evening) _____

Please check special equipment needed:

Kitchenette (only available in Meeting Room B or Multipurpose Room): _____

Multimedia projector (only available in Meeting Rooms A, B or Multipurpose Room): _____

Laptop computer with internet access: _____

Audiovisual cords/cables to connect any laptops with our projectors _____

* Library staff will not be available to assist with or run any equipment so the organization must provide a qualified operator and assume financial responsibility for damage to or replacement of equipment.

Please check desired room:

Half Meeting Room (Maximum 80 if not using tables) _____

Full Meeting Room (Maximum 160 if not using tables) _____

Conference Room (Maximum 8) _____

Requestor's signature: _____ Date: _____

Library Staff Taking Reservation: _____ Date: _____

Staff Approval: _____ Date: _____

Library Contact Person:

Valerie O'Neal Valerie.O'Neal@lib.de.us 302-349-5309