

Meeting Room Use Policy

The Greenwood Public Library welcomes the use of our meeting rooms for public programs and meetings. 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 check in with the front desk staff upon arrival and report attendance numbers to the Library for statistical purposes.
- 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. Fastenings (tapes, tacks, etc.) cannot be used on a 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. ***Please note that our facility is not equipped to handle large amounts of trash from outside groups so we kindly ask that if your group uses more than 1 garbage bag of trash please collect your trash and observe a carry in, carry out policy.*** Thank you for your cooperation.
- Food services are limited to light snacks and refreshments: no meals may be served. All food must be consumed in the meeting room and must not be taken into other areas of the library including the halls, lobby, and restrooms adjacent to the meeting room.
- Open flames of any kind are not permitted anywhere in the Library building.
- Program publicity may indicate location and time but use of the library meeting room does not imply endorsement by the library staff or Sussex County of the viewpoints presented.
- Ensure that children/ teen meetings have adequate adult supervision (at least one adult for 10 children).
- The Library can not be held responsible for the injury of any person while they are using the library meeting room. The library also is not responsible for materials, equipment, or other personal belongings left in the library meeting room by users.
- No programs may be disruptive of the library or its functions.

Reservation Requirements:

- Reservation requests for the meeting room must be made at least two weeks in advance and can be made up to six months in advance. Request for use of Library equipment must be made at time of booking.
- There is no charge for the use of the equipment. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is mandatory that a representative of the group set up an appointment with staff in advance.

- Meeting date(s) are NOT set until you receive confirmation back from the library. Please call if you do not get a confirmation back within one week by mail or 2 days by fax.
- Cancellations should be made as promptly as possible. After three “no calls, no shows” the group will not be allowed to book meeting rooms with the library.
- Set up and break down time must be built into the requested reservation time which must be during normal business hours. Break down 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.

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.

Meeting Room Use Agreement

I have read the Meeting Room Policy and agree to abide by them. In addition, I will be responsible for the conduct of persons present at our event and will assume financial responsibility for any damage to or loss of Greenwood Public Library property due to my group's occupancy of the Meeting Room. *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: _____

Note: *You may not come in to set up before this time.* Opening and 15 minutes before closing are the normal limits of scheduled time for meetings.

Purpose of Event: _____

Contact Person: _____

Address (Street): _____

(City): _____ (zip code) _____

Phone (Day): _____ (Evening) _____

Email (optional): _____

Please check equipment needed:

Number of tables _____

Number of chairs _____

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

Multimedia projector & audiovisual cables to connect laptops with our projectors (only available for in Meeting Rooms A, B or Multipurpose Room) _____

* 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.ONeal@lib.de.us 302-349-5309