



# Stephenson Memorial Library

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## **SML-POL-02: Meeting Space Policy**

### **MEETING ROOM AVAILABILITY**

The public meeting rooms of the Library are available to educational, cultural, and other groups based in Greenfield or substantially serving the town. Organizations agreeing to the terms outlined below are welcome to meet in library meeting rooms whenever it is not being used for library purposes, library programs or by library organizations.

The Library Director will review use of the library meeting rooms when the library is closed on a case-by-case basis. If after-hours use is permitted, the group will be responsible for closing and securing the building and for the return of the key. If a key is not returned, the group will be assessed the cost of re-keying the library.

Those reserving rooms for after-hours use must receive training in closing procedures by appointment during regular library hours.

Groups wishing to use a meeting room should contact the Library Director who will provide a copy of the policy and an application.

### **RULES FOR USE**

- Only Greenfield residents may reserve meeting rooms.
- A Greenfield member of the organization must sponsor non-local organizations.
- Non-profit organizations may use library meeting rooms.
- All non-profit meetings must be free and open to the public.
- Those organizations that carry insurance must provide a valid certificate of insurance naming the library or the Town of Greenfield as an additional insured.
- Groups officially sponsored by the Town of Greenfield have coverage under the town insurance policy.

Adopted May 6, 2015 by the SML Board of Trustees  
Revised June 13, 2023 by the SML Board of Trustees

- Greenfield businesses may request non-public use of the meeting rooms for internal staff development and business planning. Excluded are meetings for the purpose of sales, marketing, or entertainment. Businesses must provide a valid certificate of insurance naming the library or the Town of Greenfield as an additional insured.
- Youth groups must have an adult sponsor and two adults in attendance for every fifteen (15) youth under the age of 18.
- The Library Director must approve room decorations.
- No tape, tacks or nails may be used to affix decorations to any surface.
- Alcoholic beverages are not allowed in the library.
- Smoking is not allowed in the library.
- Users of a meeting room are responsible for leaving the room in the condition in which they found it. Restoration or repair of any damages occurring with meeting room use will be billed to the group through the person who made the reservation.
- Applications for regularly scheduled meetings must be renewed annually, or whenever a change in schedule is requested.

## **LIMITATIONS TO USE**

- Materials stored in the Reading Room are of historical importance to Greenfield. Do not touch any books, papers, or artifacts. This contract allows for meeting space only, not the use of any materials in the room.
- The Library Director may determine which meeting room in the library is appropriate for any given application.
- Meeting privileges will be suspended if, in the judgement of the Library Director or Board of Library Trustees, a group has not followed the rules outlined in this contract.
- Maximum occupancy determined by the building inspector/fire inspector may not be exceeded.

### **Occupancy limits are as follows:**

Wensberg Room: 66

- Only light refreshments are allowed unless otherwise approved by director.
- Groups meeting in the library may not use library appliances.
- Groups are responsible for removing all trash and recyclables from the building at the end of the meeting.

Adopted May 6, 2015 by the SML Board of Trustees  
 Revised June 13, 2023 by the SML Board of Trustees

## **APPLICATION FOR USE**

- The library reviews applications in order of receipt. Library use will have priority.
- An adult (21+) Greenfield resident must make an application to the Library Director in writing, in or on the approved form. Please use the Meeting Space Application form found on this website. Applicant must have a valid library card in good standing.
- The applicant of the reservation takes full responsibility for the actions of the group and is liable for any damage or clean up resulting from their use. The reserved space must be returned as it was found. If repairs or extra cleaning is necessary, the applicant will be charged for the cost and the Library Director reserves the right to deny further use of the meeting space the applicant/group.
- Regularly scheduled meetings must be reviewed annually or whenever there is a change in schedule.

## **CLOSING PROCEDURES**

- Close all interior doors
- Close all windows
- Remove all trash, recyclables and debris from building
- Return tables and chairs to their original placement
- Leave restrooms clean and neat.

### **If closing after hours:**

- Complete statistics sheet and put in key box
- Turn off all lights
- Close interior doors
- Close all windows
- Make sure you have the exterior door key in hand.
- Check to make sure everyone has keys, coats, etc.
- Lock the exterior door with the Allan key and put key back where you found it.
- Place the key box in the book drop by the front entrance

**Failure to adhere to these requirements will jeopardize the group's use of the building in the future.**