

Library Room Use Guidelines and Policy

1. The Library has first priority for using meeting rooms for Library programs or Library business.
2. If not being used by the Library, meeting rooms are available on a first-come, first-served basis.
3. Rooms may be reserved no more than 90 days in advance.
4. Social, educational, and recreational groups may use the room(s) by reserving space online at our website www.greenwichfreeLibrary.org or by calling 518-692-7157. If booking space online you will be contacted by email with a confirmation of your request.
5. Rooms cannot be used for campaign or commercial purposes or for private parties. Only Library sponsored programs may offer items for sale.
6. Those reserving a room must be 18 or older. If an adult reserves the room on behalf of a group of children, an adult must be present for the duration of the meeting or event.
7. No fees are collected to use rooms; groups or organizations cannot charge to attend the meeting or event. Groups may collect reasonable material fees only.
8. If your group intends on using Library:
Each group assumes full responsibility for any personal injury and any loss or damage to Library property. The Greenwich Library and its Board of Trustees are hereby absolved from any liability resulting from personal injury or damage to personal property when using the community room.

Each group shall leave the room in a clean and orderly condition and return furniture to the positions they found them in. ***If Library equipment is used (kitchenette items, audiovisual equipment) it must be cleaned and returned to its proper place, in working condition.***

- No materials may be attached to any wall or window in the Library excepting approved materials that have been posted to bulletin boards by Library staff.
 - All refreshments, excepting beverages, must be prepared off-site. The kitchenette areas are not intended for full-scale food preparation.
 - All unused food, beverages, and trash must be removed from the building at the end of the meeting.
 - All plates, cups, and utensils must be supplied by the group using the room.
 - Applicant assumes responsibility for any missing items or damage after using the meeting room.
9. Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must explicitly state that the Library is not a sponsor or contact for the event. Having a meeting at the Library does not constitute an endorsement of the program by the Library.
 10. If your meeting requires the use of Library audio visual equipment it is the responsibility of the booker to come in to the Library for brief training in its use at least 2 days prior to the event time, as a staff member may not be available at the booked room time.

11. If using the upstairs Community Room *before or after* Library hours, the applicant assumes responsibility for:

- Picking up and signing out key prior to meeting.
- Ensuring regulations are followed.
- Locking the building and returning the key in the front book drop immediately after the meeting.
- Reporting attendance of meeting to Library staff.

NOTE: The meeting rooms on the lower level are available only during operating hours. Please review the Library's hours of operation before booking a room.

12. If a previously planned meeting is to be cancelled for any reason, the Library must be notified. The Library director or the director's assignee will notify groups as soon as possible of a closure affecting applicant's meeting.
13. Any person or group found to be violating these guidelines may be barred from future use of community rooms.
14. Comments about the Room Use Policy should be addressed to the Director. Unresolved issues will be brought to the Board of Trustees for review.

IMPORTANT: Please be sure to tell the Library clerk the number of people attending your event.

Approved April 15, 2020

Patron Code of Conduct or Appropriate Use Policy

To ensure that all patrons of and visitors to the Greenwich Free Library are able to enjoy the facilities to the fullest extent and to protect the safety and personal comfort of all patrons and Library staff, the Board of Trustees has adopted these rules and regulations concerning the Library buildings, grounds and parking areas (the “premises”):

- While on Library premises, all patrons shall conduct themselves so that they will not interfere, by their actions or speech, with the rights of others.
- Patrons shall not engage in activities not associated with the use of a public Library.
- Patrons shall comply with reasonable requests of the Library staff.
- The Library reserves the right to inspect the contents of any bag, knapsack or brief case that a patron wishes to bring into the Library buildings or onto Library grounds, including the parking lot.

Appropriate Use

Patrons shall not conduct any business or trade for profit.

Misconduct such as the use of inappropriate language or behavior, gestures or bullying, public drunkenness, offensive body odor, drug usage, sale or exchange of alcohol or drugs and other offensive behavior will result in expulsion and/or suspension of Library privileges.

Other unacceptable Library behavior includes sleeping, staring, stalking, soliciting, loitering, littering, using Library facilities for inappropriate purposes such as bathing or laundering clothes and damaging property.

Harassment, abusive speech or action toward Library staff or patrons will not be tolerated and may result in loss of Library privileges.

Staff work areas are restricted to Library staff and authorized volunteers. Patrons shall not enter the staffs’ work areas without express invitation and permission from an authorized member of the Library staff.

Vehicles left unattended in the Library parking lot when the Library is closed are subject to towing at the owner’s expense.

Skates, skateboards, sleds and other sports equipment may not be used on Library property.

Cellular telephones or other electronic devices should be muted or used with headphones so as not to disturb other patrons or Library staff. Patrons should not conduct loud phone conversations in the Library. Patrons may be asked to take phones and/or devices to the lobby or other area where they will not disturb others. Those not complying will be asked to leave the building.

Patrons using their own computers must comply with the Library’s Internet Policy [1] as well as with the Patron Code of Conduct.

Failure to comply with these rules, with or without the intent to disturb others, shall constitute annoying or harassing behavior, and may result in short- or long-term loss of Library privileges.

Per NY State law, patrons may not smoke in the building or within 100 feet of the building. This includes cigarettes, cigars, pipes, and devices that produce smoke, i.e., electronic cigarettes, vapors and water pipes.

Education Law NYS §264 forbids the vandalism or defacement of Library property. A patron who vandalizes, steals, or destroys Library property will forfeit all Library privileges and will be subject to financial liability for damages.

Handouts, flyers and other materials shall not be distributed to the public or posted without the permission of an authorized member of the Library staff.

No animals other than service animals for the disabled or those used in a Library program are permitted.

Patrons shall wear proper attire including shirt and shoes.

The Library is not liable for lost or damaged personal property.

This Code of Conduct is not intended to be a complete list of violations. The Library reserves the right to take action against any behavior which can reasonably be deemed offensive or disturbing. The Library staff is authorized to expel any person who does not follow the above rules. Law Enforcement will be contacted if an individual does not exit the Library premises when told to do so by Library staff.

Public Meeting Room

The meeting rooms are primarily for the use of the Library. When not required for Library use, other non-profit community groups are welcome to request rooms. These meetings must be open to the public without admission fees, solicitation, fund raising or sales of any kind, the only exception being a reasonable fee for materials used in a program or class.

Unless otherwise agreed upon with Library staff, all advertisements for meetings must explicitly state that the Library is not a sponsor or contact for the event.

Due to limited availability, the Library reserves the right to regulate the frequency of usage and how far in advance a room can be booked.

Each group reserving a room must indicate the member of the group who will be responsible for the room appearing as it did before the meeting took place and for the group's observance of Library policies, fire codes and any local, state or federal laws. Any damage to the rooms will be charged to the group via the member designated to be responsible for the group.

The Library reserves the right to cancel or suspend any meeting held by a group or organization that violates this policy or any rules of the Library.

Approved December 18, 2019