



Greenwich Free Library Community Room and Basement Lobby Use Guidelines

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

Regulations:

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. 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 is hereby absolved from any liability resulting from personal injury or damage to personal property when using the community room.
4. Groups that have insurance coverage will provide a Certificate of Insurance naming the library as an additional insured. See Community Room Use Agreement for details.
5. Social, educational, and recreational groups may use the room(s) by completing the attached Community Room Use Application. Individuals may use meeting room spaces not already booked for a group. Staff will notify applicant of room availability.
6. Rooms cannot be used for campaign or commercial purposes or for private parties. Only library sponsored programs may offer items for sale.
7. Those reserving the Community 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.
8. There is no fee to use the community room; groups or organizations cannot charge to attend the meeting or event. Materials-only fees and suggested donations are permitted, but the library is not responsible for collecting any money on behalf of the group.
9. 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 tape shall be used on the walls.
10. Groups reserving the room for a meeting or event may place posters or fliers about the event in the library. Please make clear that the library is not a sponsor of the program. Having a meeting at the library does not constitute an endorsement of the program by the library.
11. If using the Hedbring Community room *before or after* library hours, the applicant assumes responsibility for:
 - a) Picking up key prior to meeting.
 - b) Ensuring regulations are followed.
 - c) Locking the building and returning the key in the front book drop immediately after the meeting.
 - d) Reporting attendance of meeting to library staff.

NOTE: The basement lobby is not available after hours.

12. If a previously planned meeting is to be cancelled for any reason, the library must be notified. Director or Director's assignee will notify groups as soon as possible of a closure affecting applicant's meeting.
13. Comments about the Community Room Policy should be addressed to the Director, who will bring comments to the Board of Trustees for review.
14. Applicant assumes responsibility for any missing items or damage after using the meeting room.

Guidelines:

- Capacity in the Hedbring Community Room is 49 with chairs, 44 with tables.
- The basement lobby can seat 10 people.
- Free public WiFi is available in both meeting areas.
- Donations to help defray operating and maintenance expenses are always appreciated. Thank you.
- Please ask those attending your meeting to use street parking, instead of the library lot.

Hedbring Community Room Features

- 49 chairs
- 1 rectangular table (4 x 8 ft) and 2 round tables (3 ft)
- 1 long rectangular table suitable for refreshments or displays (2.5 ft x 9 ft)
- Folding tables: Five - 4 ft long and one - 5 ft long
- Digital Projector, DVD Player, Remote & Screen
- Sink

Basement Lobby Space Features

- Conference table (30" x 96")
- Folding chairs
- Seating capacity is 10.

Day and Date of Meeting:

Time: _____ to _____

Location: *(circle one)*
Community Room
Or
Basement



Community Room Use Agreement

Please detach and return to Greenwich Free Library

Please print:

Organization Name _____

Contact Person _____

Phone _____ Email _____

Day/Date of Meeting _____ Time (start) _____ (end) _____

Location: _____ Community Room _____ Basement Lobby

I have read and understand the attached **Greenwich Library Hedbring Community Room and Basement Lobby Use Guidelines**

Your Meeting will be listed on our Web Calendar.

Does your group carry insurance? _____ Yes* _____ No

**If yes, please provide the library with a Certificate of Insurance naming the library as an additional insured, with \$1,000,000 as coverage.*

Will you be using the library's audiovisual equipment? _____ Yes* _____ No

**If Yes, please ask for instructions on how to use the equipment prior to your meeting.*

Signature of Contact Person _____

FOR LIBRARY USE ONLY:

PLEASE FILL OUT when form is received

Certificate of Insurance received, if applicable	(Y / N)	Staff initials: _____
Meeting recorded on calendar?	(Y / N)	Staff initials: _____
Key picked up (if needed)?	(Y / N)	Staff initials: _____
Key returned (if applicable)?	(Y / N)	Staff initials: _____
Attendance recorded	(Y / N)	Staff initials: _____

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