



## **Facility Usage Policy**

The Library's Board of Trustees encourages community use of the Library. This policy: (i) promotes the Library's objectives of providing equitable access to services and maintaining a welcoming and supportive environment free from discrimination and harassment; (ii) describes the public uses of the building; and (iii) provides rules and guidelines that govern use of the building.

### **Usage**

The Library welcomes community use of its facility as a means of furthering the Library's mission to make resources for education, enlightenment, and recreation freely available to the people of the Town of Groton.

The Library does not advocate for or endorse the viewpoints expressed by users of the building.

### **Public Use of the Library Facility**

The Library is a public place.

Members of the public may be present at any time the Library is open, including when a group is using a space within the building for an event. Spaces within the Library may be reserved for use at no charge to groups when the Library is open, though donations to the Library are encouraged. Events that occur during open hours must be free and open to the public. Admission charges or required donations are not permitted. All publicity must include the statement: "This event is free and open to the public."

Unless other prior arrangements are made with the Library Director, private profitable events (e.g., craft classes) and members-only events shall be scheduled outside of regular Library hours, shall be subject to a \$20 per hour fee payable to the Library by check or PayPal, and are subject to staff availability.

Direct fundraising activities, solicitation, promotion, or sale of items or services by groups or individuals other than the Library or the Friends of the Library group are prohibited.

The person who signs the Reservation Form assumes responsibility for any personal injury or property damage resulting from use of the room, and for payment of any resulting claim.

A minimum charge of \$25.00 will be applied for damages or cleaning service fee at the discretion of the Library Director.

### **Available Spaces**

Facility capacity is subject to safety and fire regulations, including space limitations.

#### **Alice's Attic**

Occupancy: 21 people

#### **Main Floor of the Library**

Occupancy: 70 people



## **Reservations**

Arrangements for the use of space must be made with the Library Director. All interested parties should contact the Library Director during Library hours to discuss arrangements.

Rooms and facilities are reserved on a first-come, first-served basis, with priority given to Library events. Reservations for recurring meetings must be renewed on an annual basis each calendar year. Applications must be filed at least one week before the meeting date by completion and submission of a Reservation Form, including any request for equipment usage. The person who signs the Reservation Form is the only person who may change or cancel a reservation. Notification of any cancellation should be made as soon as possible.

Multimedia equipment (videoconferencing, projector, and associated equipment) and other equipment are available for use in the facility free of charge in conjunction with facility usage. Arrangements for any training associated with using the equipment must be made in advance with Library staff and completed prior to the usage of the facility and equipment.

## **Denial of Use**

When making the Library's spaces available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

The Library reserves the right to deny or cancel a booking if, in the Library Director's discretion, there is a reasonable basis to believe:

1. Use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, color, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy, or any other similar factor;
2. Use by any individual or group will be for a purpose or action that is contrary to the law or any of the Library's policies, including violent, threatening, abusive, harassing, disruptive, or intrusive language or conduct; or,
3. There is a misrepresentation in the use or a misuse of the premises or equipment, or a likelihood of physical hazard to participants or audiences.

## **Promotion of the Event**

Scheduled events may be listed on the Library's online event calendar upon request. Listing will include the contact person's information, and will be labeled as "not a Library-led event."

The organization hosting the event or the contact person is responsible for publicizing the program in the local media.



## Food & Drink

Light refreshments are permitted, provided that all food, beverages, paper goods, and utensils are supplied by the event organizer. The Library's refrigerator and dishwasher are for Library use only.

## Terms of Use

1. The Library Code of Conduct must be followed at all times.
2. Each group is responsible for setting up the room, for returning furniture to its original place, for clean-up, and for removal of trash from the Library.
3. An adult of at least 21 years of age must be present at all times when the rooms are being used by youth under 18 years of age.
4. Events must end by 9:30pm.
5. Groups may not leave materials in the building with the intent of storing them for future meetings, unless otherwise discussed with the Library Director.
6. The person who signs the Reservation Form assumes responsibility for any personal injury or property damage resulting from use of the room, and for payment of any resulting claim.
7. A minimum charge of \$25.00 will be applied for damages or cleaning service fee at the discretion of the Library Director.
8. Public events in the library must abide by U.S. copyright law and regulations. The Library is not responsible for any copyright violations by non-library groups.
9. The Library reserves the right to revoke facility access privileges at any time.
10. Facility usage, even when scheduled in advance, will not be available when the Library building is closed due to emergency conditions or inclement weather.
11. Group members and participants are required to immediately vacate the premises if the fire alarm is activated or Library staff asks the room and building to be evacuated for any reason.
12. Parking is available for any authorized use of the building in the lot in front of the building or on city streets.
13. The Library is not responsible for vehicles while they are parked in the lot or on the street.

A group or individual that fails to comply with any portion of this Facility Usage Policy may be denied further use of the Facility.

Date Adopted by Board	Summary of Action
October 2024	Policy name changed from Library Use to Facility Usage Policy. Policy updated to include additional guidelines for public usage of the Library building.
2021	Policy updated.



## Facility Use Reservation Form

Today's Date: \_\_\_\_\_

Group Name/ Organization: \_\_\_\_\_

Responsible Adult/ Event Organizer: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name of Meeting/Title of Event: \_\_\_\_\_

Day and Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Space Requested:

( ) Loft

( ) Main Floor

( ) Entire Facility

Multimedia Equipment Requested: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

I have read the Terms of Use and agree to the Facility Usage Policy

\_\_\_\_\_  
Signature of Representative / Date