

# Room Use Policy

Approved April 2001

Revised August 2003, July 2007, July 2009, Aug. 2010, Jan. 2011, Sept. 2012, Sept. 2013, June 2016

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- PART I: Meeting Rooms
- PART II: Study Rooms
- PART III: All Rooms

## **Part I: MEETING ROOMS (Community Room, Sibley Hall, and Historical Room)**

The Groton Public Library has three meeting rooms available for public use: the Community Room (1<sup>st</sup> floor), Sibley Hall / Owen Smith Shuman Art Gallery (2<sup>nd</sup> floor), and the Historical Room (3<sup>rd</sup> floor). Priority use of library meeting rooms are for library programs and events, but meeting rooms may also be used for gatherings by local non-profit and not-for-profit groups and organizations.

**Equitable Use of Meeting Rooms for All.** Library meeting rooms shall be made available to groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Permission to meet at the library does not in any way constitute or imply endorsement of the Users' policies, beliefs, or programs by the Library Staff or Library Trustees.

**Every Event Must Be Free and Open to the Public.** All library meeting room use must be completely free of charge and open to the public. Meeting rooms cannot be used for commercial purposes, for the solicitation or development of business, or for any collections or sales of goods or services. Any publicity for gatherings in library meeting rooms must include the following statement: "This event is free and open to the public."

**Food & Drink.** Food and non-alcoholic beverages are allowed in Sibley Hall and the Community Room, but no food or beverages other than water are allowed in the Historical Room.

*[Note: The Trustees voted to allow water in the Historical Room at their 5/10/16 meeting. But if any historic documents are out on the table, water will not be permitted.]*

**Meeting Room Reservations.** A Meeting Room reservation has to be confirmed by the Head of Circulation or her designee before the booking is complete. Once approved, a notification will be sent by email or phone. Library Staff will endeavor to match the needs of the group with the room most suitable for its use.

**Special Rules for Sibley Hall.** Sibley Hall must be reserved by phone or in person. A minimum age restriction of 18 is required to book Sibley Hall, and an adult must be present at all times during room use if all attendees are under 18 years of age. *The Head of Circulation or her designee may grant exceptions.*

**Short Notice Requests.** Requests for meeting rooms with fewer than 2 business days' notice (GPL business days are Tuesday through Friday) can sometimes be accommodated, depending on amount of notice, setup requirements, and availability of Library Staff. Please speak to a Library Staff Member directly to discuss possibilities.

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### **Part I: MEETING ROOMS (continued):**

**Length of Room Use.** Start and end times must encompass the entire use of the room, from set up to clean up. Maximum time allowed per meeting room is as follows:

- Community Room: 3 hours
- Historical Room: 3 hours
- Sibley Hall: 4 hours

All meeting rooms must be vacated at least 10 minutes prior to closing. There will be a minimum buffer of 30 minutes between each meeting room booking to allow for set up changes and to ensure a smooth transition between groups.

**Number of Uses Allowed.** Because of the high demand for meeting rooms, no meeting room may be booked more than once per month.

**Drop-in Use.** When available, the Community Room and the Historical Room may be used on a drop-in basis. Drop-in Users must share the room with all others who wish to use the space. Users shall leave the room as found, as the rooms are usually set up for the next scheduled event. If a Staff Member needs to set up or the next scheduled group arrives, anyone in the room will need to relocate to another space.

**Setup & Equipment.** Library Staff will set up Sibley Hall or the Community Room as requested. (The Historical Room has a fixed layout.) The group and/or their representative are responsible for leaving the room in a clean and orderly condition. All equipment requests must be scheduled at the time the room request is submitted; a list of available equipment is provided. Technical support by Library Staff is only available as staffing allows. It is strongly recommended that you make an appointment to come in advance to try out any library equipment before a scheduled meeting.

### **Part II: STUDY ROOMS (Small Conference Room and Quiet Study Room)**

The Groton Public Library has two Study Rooms available for public use: the Quiet Study Room (capacity 3) and the Small Conference Room (capacity 6), both on the second floor. Study Rooms can be booked online or through the Circulation Department. Because of the high demand for library study rooms, a reservation is required for use.

**Maximum Time Allowed.** The maximum amount of time a person can book either Study Room is 2 hours per day - split no more than two times per day, which combined cannot exceed 2 hours. Users can remain after their booking if the room is available, although they must vacate the space as soon as the next reservation arrives.

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### **Part III: ALL LIBRARY ROOMS:**

**Reservations.** Rooms may be booked up to 90 days in advance. All rooms (except Sibley Hall) may be booked online with a valid library card. *Please note that only library events are posted on the [gpl.org](http://gpl.org) online calendar.*

**Cancellations.** Notification of room cancellations are requested at the earliest possible date in order to free the room for use by other individuals or groups. Failure to do so may impinge on the right of the individual or group to reserve rooms in the future. Unless otherwise notified, a room reservation will be held up to 30 minutes past the start time before the reservation is cancelled.

**Availability.** Room use is only available when the library is open. Library Staff reserve the right to move any room booking to another room if it best serves the library and the needs of all library users.

**Regulations.** Users shall abide by all room regulations and the Library's Use and Behavior Policy. No use of any library space that disturbs or infringes upon others' right to the use the library, impedes the Library Staff in the performance of their duties, or endangers the library building or collections will be allowed.

**Failure to Comply.** Failure to abide by this policy or any other policies or regulations may result in denial of subsequent use privileges. The use of public space in the library is at the discretion of the Library Director or her designee.

**Questions?** If you have any questions, please visit us at 99 Main Street, call us at 978-448-1167, or email us at [circulation@gpl.org](mailto:circulation@gpl.org). Library Circulation Staff will be glad to explain any room policies and to help you find the most suitable room for your group's size and function.