

# Reservable Spaces Policy



Greenwood Public Library is pleased to provide a variety of community spaces reservable for our patrons. In order to keep these rooms in good condition and available to meet the needs of as many as possible, the following policy is provided.

Reservations are scheduled on a first come, first serve basis and may be made up to three months in advance. Limitations and rules vary by room size. Reservations may be made online, by phone, or in person. Online reservations are subject to staff approval.

## Large meeting rooms A, B, AB

- Groups are responsible for set up and resetting of rooms. Please allow set up time for your event, no early admittance is permitted. All meetings must end on time so the room may be prepared for the next event.
- Reservations should be cancelled immediately if the room is no longer needed.
- The responsible party for each group must sign the contract for usage of the room prior to receiving access to the room. This individual is responsible to be present when the room is opened for the group and must stay on property during the reservation.
- Community rooms will close 15 minutes prior to the library closing.
- Food may be served in these rooms. However, a \$50 cleaning deposit will be collected from the responsible party on behalf any group wishing to serve any food or drink other than water. If there are no spills or messes, the deposit will be returned at checkout. This fee may be paid via cash, check or credit card at check-in.
- The Library reserves the right to cancel the reservation or move the location of a scheduled meeting. Every effort will be made to give at least one day notice of any cancellation.
- Standing reservations are not permitted. No group or organization may make more than 8 reservations in one calendar year.

## Upstairs study rooms 1-11

- Most of these rooms may be reserved online. At check-in, a key to the study room will be provided with the deposit of appropriate collateral (keys).
- Individuals and groups will be limited up to one 2-hour reservations each day with the option of one 2-hour extension if available.
- Individuals and groups may only have five reservations active at any one time.
- Patrons who are more than 15 minutes late and have not notified the second-floor reference desk may lose their reservation
- Study rooms will close 15 minutes prior to the library closing

## Recording Studio and Maker Space

- These spaces are reserved for patrons who hold either a resident, reciprocal, or PLAC library card. Those who do not wish to get a library card may purchase a punch card for up to five day passes for \$25.
- The Recording Studio may be reserved for up to two – two-hour sessions per week.
- All equipment must remain in the rooms.
- Food is prohibited.
- AV equipment must be checked out prior to use.

## GPL Living Room

- Designed for families or guardians with children for appointments with case workers.

- Reservations will be limited to one 2-hour reservation each day with the option of one 2-hour extension if available.
- Users are responsible to reset the room and clean up messes and put away toys.
- No more than five reservations active at any time.

**GPL Board Room**

- Available on a limited basis to businesses and nonprofits for professional meetings.
- Must be approved by library administration.

**Setup and Cleanup**

Setup and cleanup must be included as part of the group’s rental time and is the responsibility of the person(s) or group(s) renting the room. The room must be left in clean, orderly condition. All tables & chairs must be returned to the default position at checkout. If applicable white boards must be erased and markers/erasers returned to the desk. All trash must be disposed of, and food may not be left in the room. Future use of the room may be denied if these policies are not observed.

**Promotion of programs**

Groups who reserve the community rooms at the Greenwood Public Library may not imply, directly or indirectly, that their program is sponsored in any way by the library. This includes language on promotional materials, social media posts, social media events, and the unauthorized use of our logo.

**Acceptable behavior**

Groups who reserve community rooms may not approach or otherwise interfere with other patrons as they use the library. Groups should remain within the room they reserved and may not post signs (Printed materials of any kind) on windows or walls.

**Safety**

- Community Room capacity must not be exceeded.
- Smoking is not permitted anywhere in the library building. Outdoor smoking is allowed only in our designated outdoor smoking area.
- Open flames and flammable materials are not allowed in the Community Rooms.
- Illegal or potentially hazardous materials are not allowed in the Community Rooms.
- An appropriate number of competent adult sponsors must be present for groups of minors or young children.

*The library reserves the right to reject any application for the use of the rooms which the Board of Trustees or the Library Director believes would disrupt the patrons of the library or the providing of library services to the public.*

  
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 Approved by the GPL Board of Trustees

12/12/2023  
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 Date

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Changes accepted	GPL Board of Trustees	08.09.2022
1.1	Changes accepted	GPL Board of Trustees	12.12.2023