

	Reservable Spaces Policy	Date of Adoption 09/2019
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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 two months in advance. Limitations and rules vary by room size.

Space for individuals or small groups (less than 10)

- Reservations may be made during Greenwood Public Library’s Hours of Operation at the upstairs reference desk by phone at 317-885-5036
- Study rooms 1, 2, and 3 are reserved for no more than three people
- Study room 4 is reserved for 1-6 people
- Study room 5 is reserved for 2-6 people.
- The large group study room is reserved for 3-12 people
- 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
- Individuals and groups will be limited to a reservation of four hours each day. This includes tutors working with individual students. Each tutor will be allotted a maximum of 4 hours of study room use each day.

Space for larger groups (10 – 150)

- Reservations may be made during Greenwood Public Library’s Hours of Operation in person at the Patron Services Desk, or by phone at 881-1953.
- The contracting agent (responsible party) for larger rooms must:
 - Be 18 years of age or older with a valid driver’s license
 - Remain on the premises during the course of the scheduled meeting
 - Sign the Greenwood Public Library’s Appropriate Use Form
- Community rooms will close 15 minutes prior to the library closing
- Food may be served in these rooms; however, a cleaning deposit is required. We do not have a contracted caterer.
- 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.
- 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.

Educational spaces

- Reservations for the AV Studio or Computer Classroom may be made during Greenwood Public Library’s Hours of Operation at the upstairs reference desk by phone at 317-885-5036
- The studio may be reserved for up to two – two-hour sessions per week.
- All equipment must remain in the rooms.
- Educational spaces will close 15 minutes prior to the library closing.

- Food is prohibited in the educational spaces.
- AV equipment must be checked out prior to use.

Fees (First floor large group spaces only)

- Community rooms A and B and programming rooms 1, 2, and 3 require a rental fee for all for-profit, business, or commercial groups. This fee is \$30 for the first hour & \$20 for each hour thereafter, including partial hours.
- Non-profit organizations (defined as having a 501c3), as well as governmental, educational, student groups, and groups of educators (e.g. 4-H, Scouts, teachers/home school educators) are exempt from the room rental fees.
- Reservations should be cancelled immediately if the room is no longer needed. GPL reserves the right to charge full fees for cancellations made with less than five days' notice. No shows will be charged the full rental fee.
- A \$50 deposit will be collected from 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.
- Rental fees may be paid via cash, check or credit card at check-in.

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 fee for room use does not include set up. The room must be left in clean, orderly condition. All tables & chairs must be returned to the default position at checkout. 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.

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.

Approved: _____ Date: _____

Greenwood Public Library Board President