

Greenville Public Library Meeting Room Use Policy

The library currently offers the following rooms:

- 2 Study Rooms (1 - 2 people)
- Baker Room (15 - 20 people)
- Recital Room (up to 40 people)

The meeting rooms in the Greenville Public Library may be used by organizations engaged in educational, cultural, intellectual or charitable activities, whose programs are free and open to the general public. Programs that involve the sale of goods or services are prohibited (Exceptions may be made for library-sponsored programs). The library has first priority to use the rooms and all requests are subject to availability. The fact that a group is permitted to meet at the Greenville Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs.

Non-profit groups, organizations, government agencies, and public officials may use the meeting room free of charge during library hours for business meetings, discussion groups or programs. Other groups, organizations, businesses and individuals may use the meeting room during library hours for a fee of \$100, payable in advance.

Food and art supplies are not allowed in carpeted areas (Baker Room). Covered drinks are allowed. Food may be put in the hallway between the two conference rooms, but arrangements must be made ahead of time.

Groups are responsible for and will be charged for any damage to library property, or any inordinate amount of cleaning resulting from the use of the rooms. Groups are required to notify library staff immediately of any spills or damage to the room or library property. If the kitchen is used, all areas must be cleaned and garbage bagged or a fee will be assessed.

Use of meeting rooms is only available during the library's normal hours of operation. Groups are required to vacate meeting rooms fifteen minutes prior

to library closing. Someone must notify a library staff person at the circulation desk when a meeting or program has ended.

All publicity shall clearly identify the name and contact information of the group sponsoring the program. The library shall not be identified or implied as a sponsor. All publicity for the event must include the legible disclaimer "This event is not endorsed by or affiliated with the Greenville Public Library." Only library-initiated programs are placed on the library's website and social media.

All room use must be booked in advance. Bookings are taken on a first-come first-serve basis no more than three months in advance.

Rooms may be used for up to four hours unless special arrangements are made in advance. Rooms may be reserved for no more than 8 hours total per week.

Use of the piano must be booked in advance and at the discretion of the director.

The room may not be used for illegal activities.

Smoking and vaping are prohibited in the library.

If you have any questions, please contact the library at 401-949-3630.

Thank you for your cooperation.

Approved by the Greenville Public Library Board of Trustees 8/21/25