

## **Groton Public Library Facility Use Policy**

The Groton Public Library (The Library) is available free-of-charge to groups that serve the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups, and other groups that are not excluded below. The facility (the building, property and grounds) is generally available for use only during regular library hours and may be scheduled on a first come, first serve basis.

Those wishing to reserve a meeting area in the library will be referred to the library executive for approval. The Library Code of Conduct shall be observed at all times by all participants of the event.

Library events have priority and the Library reserves the right to cancel advance reservations in favor of library programming by giving as much notice as possible to the scheduled group.

All events must be open to the public.

No admission fee or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold; however, at the discretion of the library executive, the following will be permissible at Library sponsored programs:

1. fund raising to benefit the Library and/or sponsored by Friends of the Library or other Library related groups
2. the sale of books and other items by authors or artists as a part of the Library program

Permission to use the library facility does not constitute an endorsement by the Library of a program or point of view expressed. Except as a

designation of location, the Library may not be used in any publicity relating to use of the facility.

The Library may not be used for:

1. partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates) (organizational meetings may be allowed)
2. religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members
3. social functions such as showers, birthdays parties, etc.

The Groton Public Library Board of Trustees and its designee, the Library Executive, reserve the right to refuse the use of the facility whenever such use does not conform to this policy.

The Library commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status or sexual orientation.

Refreshments (provided by the reserving group) may be served.

Alcoholic beverages and smoking in the Library or on Library grounds are strictly prohibited. The meeting area shall be left in a neat, clean, and orderly condition. The Library is not responsible for equipment, supplies, materials, or other items brought to the facility by any group or individuals attending the event. The Library does not assume liability for groups or individuals attending events scheduled at the library facility.