

Library Code of Conduct: Meeting/Programming Spaces

The library's meeting room(s) and programming spaces are available for use by community groups or individual citizens from the library's taxing district for informational, educational, cultural, recreational, or civic purposes during regular/open hours.

Library-sponsored events, programs and meetings receive first priority of all meeting room and programming spaces.

This policy establishes rules and procedures for the use of the library's meeting room. Use of the meeting room by any group signifies acceptance of the terms of this policy.

A copy of this policy will be posted on the library's website

General Guidelines:

- The library meeting room is open to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings are open to the public.
- Permission granted to use the library meeting room in no way constitutes endorsement of the policies or beliefs of any group or organization.
- No outside groups or organizations using the meeting room shall charge an admission fee or sell materials, goods, or services for private profit or gain.
- No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- The Library Director reserves the right to deny permission for use of the meeting room to any group that is disorderly or violates any part of this policy.

Care and Use of Facilities:

- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny the use of the library meeting room by groups or individuals violating this policy
- It is the responsibility of the group engaging the meeting room to uphold all library policies
- Noise levels from the meeting room must not disturb library patrons or staff. Meetings may be terminated if they are disruptive to library services.
- The library will not store or be responsible for personal belonging of those using the public meeting room
- Groups serving food and/or beverages must provide their own dishes, cups, utensils, napkins, and other needed supplies.

Reservations and Cancellations:

- Generally, at this time, if space is available, it is given as needed: on an impromptu, first come, first serve basis.
- As a courtesy, patrons may want to contact the librarian via phone or email and make known the requested time/day in advance.

Fees and Deposits:

- The meeting room is free of charge.

Adopted by the Greenwood Reading Center Board of Trustees on 05/14/2026