



Greenwich Library Policy

Meeting Facilities

Approved February 12, 2025

For definitions and other information relevant to understanding Library Policies, please see *Introduction to Library Policies*.

The Library makes its meeting facilities available to Greenwich residents and organizations, subject to the terms and conditions of this Policy and a Meeting Facility Use Agreement (the “Use Agreement”). This Policy does not apply to the use of Library meeting facilities by the Library itself, or events sponsored or co-sponsored by the Library or the Friends.

Meeting facilities* include:

Branch	Facility	Maximum Capacity*	Fee Minimum	Event Duration	Food/Drink Permitted	A/V Capabilities	Advance Registration Requirement
Main Branch	Berkley Theater (includes Theater Lobby and the Green Room)	283	\$1,600 (nonprofit) \$2,000 (for profit & individuals)	Up to 4 hours	Only in the Berkley Lobby; not inside the Theater	Library-Approved Technician Required	No earlier than three (3) months and no later than two (2) months in advance
	Marx Family Black Box Theater	80	\$480 (nonprofit) \$600 (for profit & individuals)	Up to 4 hours	Yes	Library-Approved Technician Required	No earlier than three (3) months and no later than two (2) months in advance
	Meeting Room	25	Free (residents & nonprofit) \$100 (for profit & individuals)	Up to 4 hours	Yes	No A/V or Staff Support Available	No earlier than two (2) months and no later than one (1) month in advance

The Library also offers group study rooms and community meeting rooms that seat from one to ten individuals. Such rooms may be reserved up to one week in advance for up to 3 hours at a time through the Library’s online registration system. Food and drink are not permitted in the group study or community meeting rooms.

* Maximum capacity of each space may vary depending on proposed use, setup, safety, and health-related requirements.

The Meeting Facilities of the Greenwich Library shall be available subject to the following conditions:

1. Scheduled use must correspond with the Library's operating hours. No meeting participants may have access to the Library before the Library opens nor may they remain inside the Library once it closes for the day.
2. In key spaces, use of Library meeting facilities shall not occur within a reasonable time of Library-sponsored programs nor may it interfere with the Library's ability to deliver its existing services.
3. The Library has the right to review any flyers, posters, press releases, radio releases or other publicity announcing your Meeting, and failure to prominently include the below phrase which may result in cancelation:

"This event, and the content thereof, is neither sponsored nor endorsed by Greenwich Library."

You may not use the logo of the Library or any of its units for publicity, advertising, or promotion purposes. The Library has no responsibility for announcing or publicizing the Meeting, though the Library may elect to list the Meeting in its online calendar for scheduling purposes. You may not use the address of the Library as your address, and the Library is not obligated to respond to any inquiries regarding the Meeting, or to take any messages for you. It is required that any publicity include a telephone and/or email of the renting organization for the public to contact for additional event information.

4. An organization or individual may use the Library's meeting facilities (i) for closed events or meetings where attendance is limited to organization members and/or their invited guests up to once per month and up to five times per year, and (ii) for open events or meetings where the general public can attend, or which are advertised or promoted to encourage attendance by members of the general public, up to once per month and up to two times per year.
5. The user understands gatherings of a purely social nature including but not limited to weddings, coming of age parties, birthday parties and the like are not permitted. Additionally, the meeting facilities may not be used for sales, pecuniary, or fundraising activities.
6. The user is responsible for ensuring that all safety guidelines established by code and Library policy are being followed including, but not limited to, not blocking egress, not exceeding capacity limits, etc.

Reservations

Reservations become final only upon the signing of the Use Agreement and meeting all conditions contained within to the satisfaction of Library staff. Requests for reservations may be made only by an adult.

The Library may decline a reservation, at its sole discretion, for any reason including but not limited to:

- if it conflicts with the setup, breakdown, staffing availability, or other programming needs of Library-sponsored activities;
- if it determines (in its sole discretion) that the proposed use of a meeting facility conflicts with the Library's rules relating to meeting spaces as set out in the Use Agreement;
- If it determines (in its sole discretion) that the proposed use of a meeting facility requires either renting multiple spaces or renting a specific space for multiple days to successfully execute the program; and
- If the reservation is being made on behalf of a non-resident or someone that is not a Greenwich Library cardholder or a local organization.

From time to time, the Library has to cancel a reservation (i) if a meeting interferes or may interfere with the functioning of the Library or disturb Library patrons, (ii) if a meeting facility is needed by the Library, the Friends, the Town of Greenwich, or any organization with which the Library or the Friends co-sponsor events, or (iii) due to unexpected changes to the Library's schedule or accessibility (e.g., closure due to a snowstorm). Such cancellations are rare, but the Library reserves the right to cancel any reservation at any time and for any reason (including those referenced above). In case of such cancellation the Library may provide alternative meeting facilities at the Library, but it is under no obligation to do so and will not be responsible for any expenses incurred in connection with a canceled meeting.

Use Requirements

Before finalizing any reservation, users must carefully read and sign a corresponding Use Agreement. Failure to comply with the terms of the Use Agreement, the Library's Meeting Facilities Policy or its Public Behavior Policy, may result in the following:

- cancellation of a planned Meeting,
- discontinuation of an active Meeting, requiring you to leave the Library premises, and/or
- rejection of future reservation requests.