

## **Policy for Use of the Gibbs Library Community Room “the Bryant Room”**

**Revised December 2022**

The Gibbs Library aspires to be a focal point for community activities and meetings. The Bryant Room of the library may be reserved for use by Washington’s educational, civic, cultural, governmental, social, and recreational groups when no admission charge is requested. Exceptions may be made for the meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums involving small fees. The room may not be reserved for commercial or denominational groups. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the Bryant Room provided the meetings are open freely to the general public.

In fairness to the numerous groups in the community, the use of the Bryant Room as a regular meeting place for any organization, other than the Gibbs Library, is discouraged. If any organization has such meetings approved, it will be with the understanding that any such meeting may be canceled or rescheduled, with no less than 3 weeks notice, if another organization requires the space during an overlapping time. No organization, other than Gibbs Library and the Town of Washington’s Select Board may use the Bryant Room more than one time each month for regular meetings. All Bryant Room users may use the Library’s name (Gibbs Library) in publicizing the location of the event. Bryant Room users may not otherwise use the name, such as implying sponsorship.

Scheduling for the Bryant Room will be done through the library director or town clerk. A minimum 30 minute buffer will always be applied when scheduling multiple events on the same date, to allow time for clean-up. When there are back-to-back events, participants for the later event will not

intrude on the event scheduled prior to theirs, or their 30 minute clean-up time.

The Bryant Room has traditionally been used for both library and community programs and meetings. According to the original grant and by dictate of the Annual Town Meeting, the library has responsibility for the use of the Bryant Room. A calendar will be maintained in Bryant Room and any necessary decisions regarding use will be determined by the Library Board of Trustees or two of its elected officers. All users of the Bryant Room are responsible for the following:

- 1) To arrange for the building to be opened and locked for their program in the Bryant Room if the building is not otherwise opened.
- 2) Leave the room in the state it was found.
- 3) When leaving, collect and remove all waste and equipment.

For further information, please contact:

Gibbs Library Director - [info@gibbslibrary.org](mailto:info@gibbslibrary.org)

Gibbs Library Board of Trustees President - [president@gibbslibrary.org](mailto:president@gibbslibrary.org)

Gibbs Library - 845-2663

Washington Town Office - 845-2897

Approved by Gibbs Library Board of Trustees December 5, 2022