

POLICY GAMMANS ROOM USE

The primary purpose of the Gammans Room is to serve as a functioning location for regular library operations. The Gammans Room houses book collections, provides public seating, and is a space for reading and wireless computer use. As such, the room is open to and actively used by the public.

A secondary purpose of the Gammans Room is to offer space for musical, cultural, or educational programs that are open to the public.

All persons wishing to use the Gammans Room are encouraged to apply well in advance so the library can make necessary arrangements. Library programs will receive priority in scheduling.

PROCEDURE FOR USE:

All parties requesting use of the Gammans Room must sign up with the staff person assigned to book the meeting rooms. Because the Gammans Room can be used for programs only outside of the library's regular hours of operation and because the Gammans Room cannot be effectively closed off from the rest of the building, the library must arrange for security and set-up staffing. Use of the Gammans Room is contingent upon the library's being able to arrange satisfactorily for security and set-up.

The cost for security, set-up, and piano use for a musical event of usual length is \$200. The fee is to be paid when the room is reserved.

If damage is done to the premises or if the premises are left in an unclean or messy condition requiring janitorial services, users will be liable for such charges.

Anyone using the piano will agree to follow the Gammans Room piano policy.

There will be no consumption of alcohol, illegal substances, or tobacco anywhere on library property. There also will be no burning of candles, incense or open flames of any kind. No more than 100 people seated or 140 people standing may be in the Gammans Room at one time.

Approved by the Trustees of the Belfast Free Library—September 26, 2023