

Use of Study/Meeting Spaces Southwick Public Library

The library has two small study/meeting spaces available for reservation. Individuals who wish to use a study/meeting space must fill out a form prior to use. A study/meeting space can be reserved in advance or, if the space is not currently in use, anyone interested in using the space can check in at the Circulation Desk to see if it is available. No more than 5 individuals should occupy the space at a given time. We cannot accept reservations for the study spaces more than 1 month in advance.

Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting. The following wording should be used on any advertisements/publicity: "The program/meeting is not sponsored, co-sponsored, or endorsed by the Southwick Public Library." The library does not prepare or issue any press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs. Please note that only library events will be posted on the library's online calendar. Groups are welcome to give their flyers for posting on the library's community bulletin board in accordance with posting policies.

Approved by the Board of Trustees April 12, 2022, updated April 9, 2024