

## **Use of the Community Room**

Organizations outside the Southwick Public Library wishing to use the Community Room must submit an Application for Use of the Community Room no later than 14 days before the requested date. Only non-profit organizations may use the Community Room and the event must be not-for-profit, unless it is to benefit the Library and has been approved by the Library Board of Trustees. No more than 45 adults may be present in the room for an event. Applications will be reviewed and responded to by the Director within one week of being received by the Library.

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.