

**Putnam Public Library  
Program and Study Room Policy**

The Putnam Public Library provides use of the program and study rooms to community organizations and groups engaged in educational, cultural, intellectual or civic activities. The Community Room may not be used for private parties, political fundraisers or fundraising activities.

**GENERAL**

Library sponsored events receive priority in scheduling. The availability of meeting space at all other times shall be on a first-come, first-served basis. Only non-profit organizations may reserve a room. Rooms will be held for 15 minutes before being made available to others. Use by the public of the program and study rooms do not constitute Putnam Public Library endorsement of any program presented or viewpoint expressed by participants.

Groups wishing to use the program rooms must fill out the PPL Program and Study Room Use Application and reserve desired time in the program and study room calendar.

If the group requires the library's audio-visual equipment, the user must be held responsible for any damage to hardware. Persons who attend meetings in the program rooms must adhere to the PPL Library Use Policy.

**ROOM USE**

The room is only available during the hours that the library is open [Monday-Thursday 10 am- 8 pm, Friday 10 am- 5 pm, and Saturday 10 am- 3 pm]. Meetings and study room use must be concluded 15 minutes before the closing of the library.

Youth groups may use the program rooms if they are accompanied by an adult supervisor who assumes fully responsibility for the entire time they are in the library.

Covered, non-alcoholic drinks are allowed, but food is not permitted in the library. Each group is responsible for returning the program/study room to its original condition and is responsible for any damage to the area's content. Monetary remuneration will be assessed commensurate with the damage.

The rooms have a capacity of: 16 (Room 157), 23 (Room 152) and 4 (study rooms) per order of the Putnam Fire Marshall.

No fees are charged for use of the room; however donations to the Library are welcome. The Library should be notified in the event that a reserved room is not needed.

Exceptions to this policy may be made at the discretion of the Library Director and the Library reserves the right to cancel any meeting if deemed necessary. Any organization violating this policy may be asked to leave and/or be denied future use of the facilities.

Adopted March 27, 2023 by the Putnam Public Library Board of Trustees