

**Policy for Use of the Gibbs Library Community Room “the Bryant Room”  
Revised April 2009**

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 made. 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, reservations will not be accepted for a series of meetings which would designate the Bryant Room as a regular meeting place for any organization.

Scheduling for the Bryant Room will be done through the librarian or the Town Clerk. The Town Clerk will be provided with copies of this policy and all decisions regarding the appropriate use of the Bryant Room rest with the library’s Board of Directors.

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 the Town Office 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:

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Gibbs Library 845-2663  
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