

ID	Title	Frequency	Last Revision	Last Reading
OPER-004	Building Use	Annually	07/10/2025	07/10/2025

Roxbury Free Library Building Use Policy

Purpose

The purpose of this policy is to set clear guidelines regarding the use of the Roxbury Free Library facilities for events that are not initiated by RFL staff or trustees. The policy does not supplant any facility policy that the Town of Roxbury may adopt related to municipally owned facilities.

Use of Library Space

1. The library is available for occasional meetings of local civic groups and educational or cultural purposes. Application for the use of the space should be made to the library director with at minimum a 48-hour advanced notice of the proposed meeting date. Any group using the library will be responsible for leaving the RFL as they found it before the meeting, including removing trash, and will be out of the library by 11 p.m. unless otherwise arranged. All meetings or programs must be free, not for profit, and open to the public. No products can be sold or promoted during any meeting at the RFL. All scheduled meetings will be posted on the RFL website calendar and include the contact information for the organizer who requested the meeting space. Scheduling of the library space is at the discretion of the library director.
2. The library does not advocate or endorse the viewpoints of groups or events scheduled in the RFL and no publicity about a meeting or event should state or imply such endorsement.
3. Publicity and exhibits by groups such as those described above may be displayed in the library with the permission of the Library Director.

Date of adoption 07-10-2025

Record of Adoption

Approved	5

Abstentions	0

Opposed	0
