

MEETING ROOM USE

The meeting room can be reserved under the conditions listed below.

USE OF LIBRARY MEETING ROOM DURING LIBRARY HOURS

1. Qualifications for use:

- a. The meeting room may be reserved for use by educational, civic, cultural, and government groups when no admission charge is made.
- b. Preference is given to Library sponsored and Friends of the Library sponsored programs.
- c. Profit making organizations sponsoring an educational program of a non-profit nature will be permitted to use the meeting room provided the meetings are open to the general public.
- d. Reservations must be made with the Library Manager by filling out an application form and questionnaire and will be honored on a first come, first serve basis.
- e. Meeting room rules will be posted in the room and also be a part of the application form.
- f. In order to ensure proper use of the room, we will charge a deposit to be repaid upon inspection of the room immediately after its use.
- g. The bathroom will be available for use.
- h. Repeat visits will be denied to any group that violates the meeting room rules.
- i. The Library will be responsible for keeping the meeting room in proper condition which allows for public use of the room.

USE OF LIBRARY MEETING ROOM WHEN THE LIBRARY IS NOT OPEN TO THE PUBLIC

This practice will not be encouraged; however if the situation arises:

1. All of the above qualifications will apply.
2. An employee of the Reading Room must be present in the building.
3. A non-refundable fee will be charged equal to the hourly pay rate of the employee on duty for the time the meeting room is in use.