



Small Meeting Room Policy

This policy is being established in order to protect all library users' right of access to library facilities. The small meeting room is available for individuals to read and study. The room can also be reserved in compliance with the following regulations:

1. To use the meeting room there is a charge of \$15.00 for non-profit and profit organizations. This excludes any services for children or literacy.
2. A contact name and telephone number is taken at the time of reservation. The date, scheduled time, and the reason for the use of the room is entered on the calendar.
3. Scheduling requests should be made at least **two weeks** in advance, but will not be accepted more than two months in advance of the requested date(s).
4. The library does not guarantee exact start up time for any reservation.
5. Users of the meeting room are asked to help maintain its cleanliness.
6. Users may reserve the room for continuous use for no more than a one-hour session per day. If at the end of the one-hour session the room is still available, user may ask the circulation desk for an additional 30 minutes. If there are no other reservations at the end of their time, user can continue adding time in 30 minute increments until 2 hours is reached or there is another scheduled reservation.
7. Any meetings that would be disruptive to the use of the library are prohibited.
8. The meeting room will be available for use by one group at a time.
9. Final decision of the Small Meeting Room rests with the Library Director and/or Library Board.