

Library Main Meeting Room Policy

Purpose: The main meeting room of the library is designed to serve as a community resource for educational, informational, and cultural purposes. It supports the library's role in being a hub for community engagement and knowledge sharing.

Endorsement Disclaimer: The library serves as a host site for meetings and events but does not endorse the content or views presented during these meetings. The perspectives and opinions shared during meetings are solely those of the event organizers and participants.

Capacity and Setup:

The room can hold up to 70 people comfortably in auditorium style.

Alternative setups available include classroom and boardroom styles.

Please specify the desired setup at the time of booking.

Technology and Equipment:

The room is equipped with a projector and screen. Staff assistance will be provided.

The library's Meeting Owl (an all-in-one 360° video conferencing device) is available upon request.

Users are responsible for ensuring they know how to operate equipment or should arrange a tutorial prior to the event.

Booking:

The room may be booked by individuals, organizations, or groups for a specified duration at the Director's will.

Library programs and events have priority on use of all spaces in the facility.

Reservations are on a first-come, first-serve basis and the availability of staffing.

If the room is not booked, it may be used on a walk-in basis, but scheduled bookings always take precedence.

After-Hours Usage:

The meeting room is available for use after library operational hours, specifically after 5PM.

A charge will be incurred for ALL after-hours usage. After hour usage fee starts at 5 PM. The fee is \$30.00 per hour. This fee is for nonprofits and businesses. The exact fee and payment details can be obtained from the Library's Director.

Usage Guidelines:

The time of set-up and exit must be adhered to.

The room must be left clean and in the condition it was found.

No tacks, nails, or adhesives may be used on the walls or furnishings.

Light refreshments and snacks are allowed, must be made know to library at the time of reserving spaces.

Noise levels should be kept to a reasonable level to not disturb other patrons or neighboring facilities.

Liability:

The individual or organization reserving the room is responsible for any damages to the room or equipment during their usage period.

The library is not responsible for any lost or stolen items.

Cancellations:

Please provide at least 48 hours' notice for cancellations. Repeat instances of no-shows without prior cancellation may result in booking privileges being revoked.

Charges:

Any additional services or equipment not listed may incur additional charges.

Policy Agreement:

By reserving the room, users agree to adhere to this meeting room policy. Violations may result in loss of use.

The Main Meeting Room of the library is available for \$75.00 the first hour and \$50.00 for each additional hour. In support of nonprofits, room fee is waived, donations are accepted, after hour fee applies to all.

Note: After hour fee for a business is \$25. Per hour. NP is \$30.00