



Room Reservation Policy

Meeting Room

- Available daily from 8:00am to 10:00pm when the Library is open to the public.
- Must be vacated by 10:00pm for cleaning crew; building emptied by 10:20pm.

Conference Room

- Available during normal Library hours only, since it is located inside the building.
- Must be vacated before the Library closes.

Availability

- First-come, first-served.
- The Library will honor reservations up to one year in advance.
- Library-sponsored programs have priority over all other uses.
- No group or individual may use the room continuously for the same purpose (for example, every Wednesday, or the first Monday of every month). However, a maximum of three dates may be reserved as long as they do not block Library-sponsored programs.
- The primary focus of any meeting shall not be for the sale of merchandise.
- The Library reserves the right to cancel a reservation by giving 30 days written notice to the responsible party, or to refuse a room reservation to anyone.
- All use of the rooms is subject to Library policy.

Deposits and fees

- \$25 deposit is required to reserve either room *during Library hours.*
- \$50 deposit is required to reserve the Meeting Room outside of Library hours.
- **Cancellations require at least 48 hours' notice. Otherwise, \$25.00 of the deposit will be forfeited, or the Library account will be charged \$25.00.**
- Deposits apply to nonprofits and for-profits alike; returned after inspection.
- With the exception of Library-sponsored or governmental events, reservations require a nonrefundable maintenance fee of \$10.00/hour, or \$15.00/hour if the room's audiovisual equipment will be used. **Users must pay for a minimum of 2 hours.**
- Maximum maintenance fee for a one-day reservation is \$100, and \$50 daily for the second and third consecutive days.
- The maximum length of a reservation is three days.
- Users may ask attendees for donations to offset the maintenance fee.
- Damage to room or carpet may lead to cleaning charges and/or forfeiture of deposit.

General guidelines

- Meeting Room capacity is 125. Conference Room capacity is 12.
- Whoever signs the application form is responsible for the key, maintenance fee, and condition of the room.
- If the original signer sends a proxy to pick up the key, that person must sign as the new responsible party and take responsibility for the key, the maintenance fee, and the condition of the room.
- These activities are prohibited:
 - Burning candles, incense, or cigarettes.
 - Sale of merchandise as the primary focus of the meeting.
 - Potlucks, elaborate meals, crockpots, or alcoholic beverages.
 - Fasteners or tape attached to the walls or ceiling.
- To prevent accidental spillage, use of tight-fitting lids on beverages is recommended.
- There must be at least one adult present for every 10 children.
- Lock the front doors during meetings that run past normal Library business hours.
- Library does not endorse the beliefs or objectives of any group using the meeting room, and assumes no responsibility for lost items or personal injury.