

Conference Room Policy & Procedures

Policy Statement

The Library seeks to make its conference rooms as easy to use and as widely available as possible while keeping them available for their primary use as spaces for small group meetings. The conference rooms are available for small meetings by all members of the public.

Definition

The Library's "conference room" is the 12-person room on the second floor of Pretlow Anchor Branch Library. Larger meeting rooms and smaller group study rooms are available at some Library agencies, and use of those rooms is addressed in separate policies.

Regulations

1. A library card is not required.
2. Conference rooms may not be used for events for which a fee of any kind is charged, nor may a collection be taken up, and goods and services may not be sold.
3. The conference rooms may be reserved no more than three months in advance.
4. At least one group member must be 18 years of age or older.
5. Use of a conference room is limited to no more than three hours per day and twice per week.
6. Eating and drinking are prohibited, with the exception of bottled water, baby bottles, and toddler spill-proof cups.
7. The first attendee(s) to arrive must check in at the Circulation Desk upon arrival.
8. A group arriving more than 15 minutes late may forfeit its reservation.
9. Groups may not enter the Library before the official opening hour, not even to set up for their program. Groups are required to end meetings and vacate the room 15 minutes before closing time to give staff time to secure the building for closing.
10. The Library reserves the right to limit the frequency of meetings by any group, based on demand, or to reschedule with 48 hours notice or in case of an emergency.
11. The group must make its own arrangements for audiovisual equipment not available in the Library, and is responsible for any library equipment used.

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12. In case of inclement weather, the group is responsible for calling the Library for obtaining a closing schedule, or checking the Library's website.
13. The Library's Code of Conduct is posted at each agency and must be observed by all attendees. Library supervisory staff may enter the room during meetings to ensure compliance with Library Policies and Procedures.
14. The Library reserves the right to revoke permission to use the room in the case of non-compliance with Library Policies and Procedures.
15. The door to the room may be required to remain open at the discretion of the building manager. Locking the room door or covering windows is prohibited and may result in the revocation of room privileges for the group.
16. All applications must be made on the form provided by the Library. The name and phone number of a person in charge or responsible for the group must be given when the room is reserved. A new form is not required each time the group time meets, but the completion of a new form is required every three months.

Approved by Ad Team: March 23, 2013

Approved by Supervisors: April 25, 2013