

CONFERENCE ROOM POLICY

LP6 | REVISION 0 | REVISED 9/16/2019

I. Public Use

- A. The Conference Room is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use. Use of the library's Conference Room does not constitute the library's endorsement or advocacy of a meeting's content or an individual/group.
- B. The primary purpose of the study room is to provide space for small groups and/or individuals to meet and work.
- C. The room's maximum capacity is 15 people.

II. Reservation

- A. The room must be reserved. Advance or walk-in reservations are acceptable.
- B. Reservations may be made up to two months in advance.
- C. Responsibility for the room lies with the person who reserves the room.
- D. The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the room will be made available for other patrons. Regular no-shows may lead to loss of privileges with regard to room reservation.

III. Rules of Use

- A. Tables and chairs can be moved and arranged to maximize the use of the space, but any individual or group interested in re-arranging the tables should consult with a staff member to ensure that library property is handled properly.
- B. The time limit for use of the room is two hours.
- C. The Conference Room is intended for the purposes of quiet study, discussion, and/or small group gatherings. If noise level disrupts other users of the library, the individuals causing the excessive noise will be asked to leave the room.
- D. The room is available during library hours of operation. Individuals or groups must be out of the room 15 minutes prior to closing time.
- E. Patrons who use the room are expected to leave it in its original condition. Any damages to the space will be charged to the person who reserved the room.

IV. Revision History

- A. Policy approved September 16, 2019 (Revision 0)