

Policy for use of library conference rooms

Rooms available for use

Local History Room—capacity 23. Food and drink are not allowed. Open for shared reading/work space from 10-5 daily. May be reserved by individuals or groups for evening use after 5 pm. Staff may access the room at any time to retrieve LH materials.

Mezzanine conference room—capacity 8. Food and drink are not allowed.

Main floor conference room—capacity 2. Food and drink are allowed.

Rooms may be reserved in advance by individuals or groups.

Unoccupied rooms may be used on a first come, first served basis by individuals or groups. Please sign in at the circulation desk. The room must vacated to accommodate a previous reservation.

Multiple individuals may share quiet workspace by mutual consent.

Reservations will be cancelled if the individual or group does not arrive within 15 minutes of the appointed time.

In order to ensure that the room is available to a variety of individuals and groups, users will be limited to 2 hours per day and 6 hours per week. Exceptions will be allowed with prior approval from library staff.

Furniture must be returned to its original position upon leaving the room.

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