

USE OF CONFERENCE ROOM

As a public service, the Library welcomes the use of its conference rooms for non-profit groups or organizations of a civic, cultural or educational character. All meetings are open to the general public if they wish to attend.

Rooms are not available for the benefit of private individuals (including but not limited to parties, private functions, play dates, etc.) or commercial enterprises.

In general:

- Application must be submitted via the online form
- Application must be made at least 3 days in advance.
- Rooms will be confirmed when the form is received and availability is determined.
- Any changes must be submitted at least two weekdays in advance of your meeting.
- Groups may reserve up to 4 times in any fiscal year. (from July 1st-June30th)

The following regulations must be observed in the use of the Library Conference Room:

- CONDITIONS OF USE: No fees for admission or services rendered may be charged nor items sold by any group using the Library. It is also understood that the public will be welcomed at all meetings.
- AVAILABILITY: the Conference Room is available during regular library hours including Sundays.
- FEE: No fee for the use of the Conference Room.
- SET-UPS: Room is equipped with a conference table, 8 chairs, TV with laptop connectivity and a white board.
- CHANGES TO MEETING: Cancellations should be made no later than the day before. In the event of illness or inclement weather, cancellation will be accepted the day of the meeting.

ADDITIONAL NOTES:

Parking spaces are provided at the rear and sides of the building.

No literature may be distributed at a meeting without the permission of the Director.

UPON ADEQUATE NOTICE AND FOR ADEQUATE REASONS, THE LIBRARY RESERVES THE RIGHT TO REVOKE PERMISSION TO USE ANY MEETING ROOM. INTERPRETATION OF THIS POLICY IS AT THE DISCRETION OF THE DIRECTOR.