

## MEETING ROOM REGULATIONS

1. The use of any equipment/supplies in the meeting rooms is not permitted without prior approval from the Library.
2. Alcoholic beverages, illicit drugs and smoking are prohibited in the meeting rooms and entire facility.
3. Rooms must be left in a neat and orderly condition. All cleanup must be completed immediately after the meeting so the rooms are ready for the next applicant's use.
4. The Library will not store any materials or equipment belonging to groups using the meeting rooms.
5. The Library does not provide supplies for groups or individuals other than chairs and tables.
6. A supervising adult is required to be present at all times for groups of children or teens.
7. The kitchen may be used to prepare food, but prior permission is required. Refreshments may be served by a caterer or group member. The person signing the application will be responsible for cleaning up after food service and checking all appliances to make sure they are either properly turned off or closed.
8. The meeting rooms must be vacated by the hour specified on the application. Possession of keys does not give applicants the right to come and go at will; only at reserved times. Unauthorized entrance will result in room revocation.
9. Groups and individuals are responsible for locking up the meeting rooms. If the Library is closed, responsibilities also include turning off lights in the kitchen, hallway and bathrooms. The person responsible for securing the building must obtain proper instructions from the Library staff.