

## Rules for Use

(Please read and initial where indicated.)

- All groups are responsible for arranging chairs and/or tables for their meeting and returning the room to the arrangement prescribed by the library. Library staff is not available for room setup. **Initial:** \_\_\_\_\_
- The group using the room shall leave it in a neat, clean, orderly condition. Continued offenses will result in the group being denied access to meeting rooms. **Initial:** \_\_\_\_\_
- Groups must provide their own trained equipment operator. Library staff is not available for equipment operation other than to train a group's representative. Appointments for training should be made well in advance of the scheduled meeting. **Initial:** \_\_\_\_\_
- Groups are responsible for keeping attendance in compliance with levels established by the fire inspector. Room set-ups must not block access to fire extinguishers or impede safe egress from the room. **Initial:** \_\_\_\_\_
- All advertising and all sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Manager is obtained in writing prior to the meeting. **Initial:** \_\_\_\_\_
- All programs must be free of charge. A fee for workshop materials may be allowed on approval of the Library Manager (Maximum of \$25.00 per person.) **Initial:** \_\_\_\_\_
- Rooms may be used only during library hours and must be vacated at least 15 minutes prior to closing. **Initial:** \_\_\_\_\_
- Please fill out an Attendance Form with accurate attendance figures for your meeting or program and return it to library staff. Blank copies of the form are available in the meeting rooms or from library staff. **Initial:** \_\_\_\_\_
- Group leaders are responsible for notifying individuals of the need to keep conversations at a low level when exiting the meeting room. **Initial:** \_\_\_\_\_
  
- Smoking is prohibited, as are candles and open flames of any kind.
- Alcoholic beverages are prohibited in public meetings.
- Failure to follow this policy, the library rules, or the terms described in this agreement will, after one written warning, result in the cancellation of future room booking privileges.
- Meeting rooms are in high demand. In order to continue to provide this valuable free service, we need the help and cooperation of all groups who use our facilities. Please let us know if you have suggestions that would help us to improve this service.

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Name of group or organization

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Signature of contact person

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Date