

## 2.60-A Rules for the Meeting Room

1. The meeting room will be available only during regular library hours unless prior arrangements are made with the Director.
2. Reserving the room for each occasion of use must be done prior to the meeting in accordance with policy: a *Reservation Form* must be signed by the person who assumes responsibility for the group and approved by the Director.
3. The user will compensate the Library for costs relating to the meeting which may include payment to staff for after-hour use. An after-hour fee of \$ 20.00/hour will be paid in advance.
4. Light Refreshments may be served if communicated on the reservation form. No illegal activity, smoking of cigars, cigarettes and e-cigarettes, chewing tobacco, consumption of alcoholic beverages in the library or on the library premises
5. The user is responsible for both setting up and restoring room to its original plan.
6. The meeting area must be left clean and in its original condition. The person signing the reservation form will assume full responsibility for
  - a. loss
  - b. damage
  - c. if there is a need for excessive cleaning following the program or event.
7. The Library Board shall resolve any questions arising from policy interpretation or rule implementation.

