

Meeting room procedures

1. Reservations must be made in person, in writing and will be taken on a first come, first served basis
2. An application for meeting room use will include the name of the group, date and time of the meeting, responsible party, number people expected, and any equipment needed.
3. Cancellation of a meeting room date should be made at least 24 hours in advance of the scheduled meeting time.
4. Applications will be accepted for no more than a 3 month period of time.
5. Applications will be accepted 1 month prior to the reservation time (ex. applications for January – March will be accepted December 1, Feb – April on January 1)
6. A cleaning deposit of \$30.00 will be required of all groups using the room. Cash or check will be accepted. A receipt will be issued. The room should be put back as it was found. A diagram and rules are posted in the meeting room. Determination of the cleanliness of the room will be made by the cleaning staff. In the absence of the cleaning staff, any other staff will notify the library director of any excessive cleaning needed. (Excessive cleaning would include anything more than standard sweeping, mopping, emptying of garbage cans)
7. If a group reserves the room for more than one date, the deposit money can be held at their approval for all dates if it is not needed for cleaning.
8. Deposits will be held in a secure location. A record of deposits will be kept with the deposits. Refund of deposit – Unless room needs extra cleaning, deposit will be returned to group after use of the room. Person receiving refund will need to initial record sheet.
9. Groups using the room are expected to clean any messes on the tables, chairs, or kitchen area they create. Groups are expected to notify library staff when they are leaving. A broom and dustpan are located in the meeting room as well as paper towels and soap.