



Meeting Room Policy

The meeting room is open during the library's regular hours of operation. Reservations by qualified groups and individuals should be made in advance to ensure availability. If privacy or our equipment is required, please let us know when you reserve the room.

The facility may not be used for sales or purely social purposes nor for the benefit of private individuals or commercial concerns. Furthermore, the Board has determined that the meeting room may not be used by tutors except when administering a test or showing a curriculum related movie.

Authorization to use the meeting room does not guarantee sole usage since patrons wishing to use the microfilm, access local history materials, and use the Digital Media lab may do so. Food and drink are expressly prohibited. All meetings must end by our regular library closing time. The applicant is responsible for compliance with all regulations and must be in attendance at the meeting. The maximum capacity of the room is 20.

Applications for use may be picked up at the library, downloaded from the website or filled out online.