

Area toward windows, Reading room can be combined with Community



Area to right, Community Room



Conference Room



Children's Room



Rules, Regulations and Fee Schedule for After Hours Usage

Private events may be held at the library for a fee. A staff person must be on duty and therefore will depend on staff availability. The library is available one-half hour after regular closing or up to 1.5 hours before opening.

Rental time includes all set-up and take-down time.

M, T, W, Th	9:30 p.m. to midnight <i>plus clean-up*</i>
Friday	7 p.m. to midnight*
Saturday	8 a.m. to 11:30 a.m.; 5 p.m. to midnight*
Sunday	8 a.m. to 11:30 a.m.; 5 p.m. to midnight*

Fee Schedule

- \$100 for groups less than 50
- \$150 for groups of 50 to 100
- \$200 for groups more than 100

Hourly charges in addition to fee:

Staff (minimum two hours)	\$25/hour
Facility Use	\$20/hour
Cleaning Fee	\$15 per event



Planning a Meeting?
The Library has rooms available.

Who can use the meeting rooms?

Educational, civic, cultural, and governmental groups may use the library's meeting rooms when no admission is charged. Exceptions may be made for meetings sponsored by the Library or an approved non-profit education group or institution for short-term classes, institutes, discussion groups, and forums involving small fees.

Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the meeting rooms provided the meetings are open and are free to the public. Rooms may also be reserved after hours for private functions. (See details on back on brochure.)

What rooms are available? *(photos on back page)*

The library has four rooms that can be reserved for meetings: a conference room with a large table; two community rooms that can be arranged with chairs and tables to meet your needs or combined into one large room; and an enclosed children's room that is an excellent venue for kid-related events.

What equipment is available?

A phone for teleconferences, an LCD projector, a VCR, laptop computers, a slide projector, screen, and easel are available. We require that you meet with a library staff person to review the operation of the equipment prior to your meeting. Patron must use their own phone card for teleconferences. A \$1 per minute fee is charged to the contact person if accrued to the Library.

How do I sign up for a room?

You must reserve a room with a staff member so you need to call 766-2545 during daytime hours between 10 a.m. and 5 p.m. You can reserve a room a day or months in advance. We require that you stop by the library to preview the room to make sure it meets your needs and fill out and sign a meeting room form.

Are food and beverages allowed?

Coffee makers and tea kettles are available. Refreshments may be served with the Library Director's approval. No alcoholic beverages are allowed.



Rules and Regulations for Meeting Rooms

- No fee is charged during library hours. However, if the room or equipment is damaged, a charge will be fined to the contact person.
- The meeting rooms are also available after hours for a fee. (See hours and fee schedule on back of brochure.)
- Library programs have priority over all other use. Other programs will be scheduled on a first-come basis.
- A group must designate a contact person and indicate the purpose of the meeting. Any advertising or promotion of the program/meeting must indicate what group is sponsoring it. A group composed of person under the age of 18 must be sponsored and supervised by an adult.
- Setting up and breaking down the room must be done during regular library hours. Chairs must be neatly stacked in the closet and door closed. Table tops must be wiped off with a damp cloth and dried. Garbage must be emptied in main garbage can.
- Smoking is not allowed anywhere in the library.
- No materials may be affixed to the walls or to other surfaces.
- All literature must be removed from the Library after the meeting.
- Serving items for food and drink must be provided by the group or organization.
- Reasonable care of the room and its furnishings will be the responsibility of any group using the facility.
- Equipment must be put away and the room left in the same condition prior to meeting.
- Attendance must not exceed the fire code regulations. An attendance count must be given to the person on duty at the Library at the end of each meeting.
- Activity and noise levels shall not disturb other users of the facility. The contact person or person in charge is responsible for keeping activity and noise within reasonable levels acceptable to Library staff on duty.