



How to use the Library Meeting Room

This space is intended for group study or meeting space. Occasionally, it will be used for library programs. This room is not intended as a quiet workspace for an individual, although it may be used that way if not already reserved. Please note, however, that this space is intended for use by two or more people and those groups will be given priority.

- The meeting room can be reserved in two-hour blocks not more than seven days in advance.
- If you would like to reserve the meeting room for your group, you can sign up at the front desk.
- The reservation schedule will be posted daily.
- If no one is in the room and it is not reserved, you are welcome to use the room. Please note, however, that you will be asked to leave when the next reservation begins.
- You are welcome to move the furniture. It is mobile and easily moved to form the configuration your group needs. Tables lock together along the front corners. Tabletops lift so that unneeded tables can be stacked together out of the way.
- You are welcome to lower the blinds if needed, but please raise them again before you leave.
- Please be respectful and clean up after yourself. All drinks must have lids. Please place all trash in the appropriate receptacle.
- Please do not decorate the meeting room.

Meeting Room Use Policy

This room is available to the public as a group study space or meeting space. The meeting room can be reserved for 2-hour blocks of time not more than 7 days in advance. Multiple 2-hour blocks may be reserved at the discretion of library staff. In order to reserve the meeting room, please ask at the front desk. If the room is not reserved, it may be used as a quiet workspace until the next filled reservation time.

The Library does not endorse or sponsor meetings held in the meeting room by outside groups. The library cannot provide publicity on behalf of outside organizations.

Capacity 40 by order of fire marshal

