

Community and Meeting Room Rules

**The library closes promptly at 9:00 p.m. Monday –Thursday
and 5:00 p.m. Friday – Sunday.**

General Rules:

1. Smoking is prohibited in all areas of the building.
2. The library does not provide porter service to carry supplies or materials or for the conduct of a meeting.
3. Absolutely nothing may be affixed to any painted wall or any wood surface. All decorations, centerpieces, table cloths, etc. must be removed at the end of the meeting or event.
4. The Library is not responsible for damage or loss of any equipment or materials brought into the library by any group or individual conducting or attending a meeting.
5. Babysitting service for children of persons attending meetings is not provided by the library. Meeting attendees may not leave children unattended in the Library in accordance with the Library's unattended children policy.

Clean up and Closing Rules:

We urge you to clean up and vacate the room 15 minutes before closing.

1. Please leave all tables and chairs as you found them.
 - a. If the tables and chairs need wiped off supplies are available in the kitchen cabinets below the sink.
 - b. Trash should be bagged and placed in the dumpster outside of the building to the right of the main entrance.
 - c. Wash and return all kitchen items to their proper cabinet
 - d. Library staff will turn off all lights and lock all doors after inspecting the room.

If you use any library AV equipment:

1. Do not unplug or disassemble any of the wires on the AV equipment in the room. Use of the equipment must be reserved prior to the day of your event. Please ask a staff member for assistance in setting up and operating the equipment.
2. Please contact a staff member when you are ready to leave to assure that the equipment is properly secured.

Your attention in these matters is appreciated!