

The Meeting Room is available for use by community groups or individuals for meetings or for socially useful and cultural events. It cannot be used for the purpose of raising money for personal income.

The librarian will control the scheduling of the meeting room. After hour usage is at the discretion of the librarian and arrangements for keys to lock the building will need to be made prior to the event. All groups or individuals are responsible for cleaning up after using it.

Groups and individuals are encouraged to bring in their own supplies, including but not limited to paper products, coffee, and decorations. There are dishes, silverware, and coffeepots available for use in the meeting room which are required to be clean and dry after using. Please refer to the clean-up checklist posted in the meeting room when tidying up after each event. It is requested that all food waste leave when the group does.

There is no charge for use of the meeting room, although donations are accepted.

Revised January 2011

Reviewed September 2014

Revised March 2019