

KELLEY LIBRARY

RULES FOR USE OF MEETING ROOMS

1. Meeting rooms **must** be reserved prior to use.
2. Each group has access to the room only during the time reserved for its meeting. Coming in early, staying over time, interrupting others meeting in the space or adjacent space is prohibited, and will result in losing access to the meeting rooms. Scheduling conflicts must be resolved by library staff only.
3. If noise from another group in an adjacent room is disturbing your meeting, you must contact library staff to intervene and resolve the problem. Each group that reserves a room has the right to conduct the business of their group; no one meeting or event is more important than any other.
4. Each organization is expected to use the room assigned to them. Changing rooms requires the approval of library staff.
5. All meetings should be open to the public.
6. No smoking or alcoholic beverages are allowed anywhere in the library.
7. Each user is responsible for setting up the room and for leaving it in a clean, neat and orderly condition. Arrangements for setting up the room may be made when the room is reserved.
8. If additional equipment, tables and/or chairs are needed, library staff must be contacted for assistance. Borrowing from adjacent rooms is prohibited without approval by library staff.
9. Light refreshments may be served. Additional food may be served, with prior approval during the reservation process.
10. Noise levels must not intrude upon normal library operations
11. Rooms must be vacated by 8:50 PM.
12. Each user is responsible for restoration or repair of any and all damage caused directly or indirectly by use of the library building and/or equipment.
13. While the library encourages use by all age groups, the library does not serve as a baby-sitting agency. Parents or guardians attending a meeting room function may not leave any child under the age of six unattended in the library. Children who are disruptive and uncooperative will be asked to join their parents.

Please note:

The custodian and all library staff have the right to enforce proper use of the meeting rooms.

Failure to follow these rules will result in loss of future meeting room privileges.

The library assumes no responsibility for the safety of any private property brought onto the premises.

May 1998

Revised, November 2009