

Fort Edward Free Library
Policy Manual
Meeting Room Use

1. The room must be left in the same condition in which it was found. Furniture that has been rearranged must be returned to its original location. Any type of project not pertaining to just the use of pencils, pens, crayons, washable markers and glue sticks, must be approved by library staff prior to meeting room use. Simple refreshments may be served providing the room is cleaned before vacating. All refuse must be disposed of in the containers within the library. Groups must bring their own supplies and that includes cleaning supplies.
2. No alcoholic beverages are permitted on library premises.
3. Nothing should be attached by tape or any other means to the walls of the building.
4. When the library is open to the public, the noise level in the Meeting Room must not interfere with regular Library operations
5. The applicant is responsible for the observance of all rules and regulations of the Fort Edward Free Library.
6. The applicant agrees to obey and abide by Federal, State and local laws, rules and regulations.

Revised March 9, 2016

Public Meeting Room User Guidelines as of December 1, 2011

- 1) Approval must be given by the library staff for all projects prior to meetings.
- 2) Organizer of any meeting/event shall be the responsible person for the meeting room.
- 3) The room must be returned to its original condition at the conclusion of the meeting or program (e.g. , tables and chairs in the same positions, no trash or litter on the tables or floors....also wiping down tables and chairs if necessary and sweeping the floor) Food and drinks are allowed.
- 4) No alcoholic beverages are allowed at the Fort Edward Library.
- 5)) No smoking is allowed in the library or on the grounds of the Fort Edward Library.
- 6) Groups are responsible for providing their own paper supplies and office supplies (paper towels, cups, napkins...markers, scissors, crayons, pens, pencils glue, PAPER, **DROP CLOTHS for any PAINTING & WET WIPES.**
- 7) Absolutely no running or jumping down the stairs. Please be considerate and WALK AND TALK quietly as other patrons use the library.
- 8) Please do not take any books off the shelving upstairs. Books shelved in this room are for interlibrary loan use (other libraries borrow them). These books are also in alphabetical order and selection of regular print, large print and paperbacks.

Name of

Group: _____

Purpose of Meeting: _____

Contact Person: _____

Phone: _____ DATE: _____