

Public Meeting Room User Guidelines

1. To ensure there is availability of seating and tables, it is imperative that the organizer of said meeting/event contact the library to be certain of room availability. We want a positive library experience for everyone.
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/event or program (e.g.; tables and chairs in the same positions, no trash or litter on the tables or floors, wiping down of tables and chairs if necessary and sweeping of the floor if necessary. Drinks must be in a closed container and no food unless approval has been given prior by library staff
4. No alcoholic beverages.
5. No smoking is allowed in the library or the grounds of the library.
6. Groups are responsible for providing their own paper supplies, paper towels, cups, napkins, markers, crayons, pens, pencil, etc. NO painting or glitter is allowed unless it is a library program sponsored by the Fort Edward Free Library.
7. Absolutely no running or jumping. The upstairs is not open to the public and therefore, no one should be on the stairs at any time. Please be considerate and talk and walk quietly as other patrons use the library.
8. Please, ask staff for assistance in looking for books if you are uncertain of what materials you are looking for. Whenever books are removed from the shelves, please leave them at the front desk for staff to reshelv. Please.... Do not reshelv the books yourselves.
9. Computers are available when staff of programming is available to oversee the internet.
10. Do not take computer chairs or any chair with wheels onto the hard-surfaced floors. We don't want any injuries to occur.

Name of Group: _____

Purpose of Meeting/event:

Contact person name responsible for group meeting

Phone Number and Date:

Adopted March 2011

Revised 2016

Revised 2023

