

Meeting Room Policy

All requests for use of the meeting room must be made to the library staff and entered on the meeting room calendar. If a meeting is canceled the library must be notified in order to clear the room for other use.

All persons or groups using the meeting room must sign the meeting room agreement and designate one person to be responsible for locking the doors, turning off all lights and returning the key as agreed.

Groups using the meeting room when the library is closed must pick up a key during library hours.

The meeting room and restroom must be left in clean and orderly condition. If there is excessive mess, or breakage occurs, fees for cleaning and/or replacement will be charged.

Groups will be required to set up and take down chairs, tables, and other equipment. Library staff will not be available to help. The room must be left in same order as found.

Any group holding a meeting must remove all personal property. No storage will be allowed. The library is not responsible for lost, stolen, or damaged property of those using the meeting room.

In case of an emergency call:

Police	911
Fire	911
Ambulance	911

Library's telephone number: 775-423-7581

Reviewed & re-adopted March 2009

Updated and re-adopted March 28, 2013