

## Greenville Public Library Meeting Room Use Policies

The meeting rooms in the Greenville Public Library may be used by organizations engaged in educational, cultural, intellectual or charitable activities, whose programs are open to the general public.

Food and art supplies are not allowed in carpeted areas (Baker Room).

Food may be put in the hallway between the two conference rooms, but arrangements must be made ahead of time.

Tables and chairs that are soiled during a meeting must be cleaned.

Someone must notify a library staff person at the circulation desk when a meeting or program has ended.

Those attending meetings must be out of the building by closing time.

Non-profit groups and organizations may use the meeting room free of charge during library hours for business meetings, discussion groups or programs. Other groups, organizations, businesses and individuals may use the meeting room during library hours for a fee of \$100, payable in advance.

The meeting room may be used when the library is closed for a fee of \$100, payable in advance.

Use of the room during library hours that extends beyond the closing time will be billed at \$100.

All room use must be booked in advance. Bookings are taken on a first-come first-serve basis no more than two months in advance.

The room may be used for up to four hours unless special arrangements are made in advance.

Piano recitals may be booked during non-library hours only.

The room may not be used for illegal activities.

User(s) of the room is responsible for any damage to, or excessive cleaning of the room due to negligence on the part of the user(s).

If the kitchen is used, all areas must be cleaned and garbage bagged or a fee will be assessed.

No smoking is allowed in the meeting room or lavatories.

Groups are responsible for setting up and dismantling tables/chairs following all meetings.

If you have any questions, please contact the library at 949-3630 ext. 4.  
Thank you for your cooperation.

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