

## 7 – PUBLIC MEETING ROOMS

All fees, refundable damage deposit, and paperwork must be completed within one week (7 days) of the reservation.

### 7.5 Guidelines

- Use of a room shall not interrupt the use of the library by others, and the library's Code of Conduct policy still applies while using the room.
- The rooms should be kept clean during use and should be put back into original condition when finished:
  - 25 chairs should be left out
  - All tables are to be returned to the table carrier in the closet. **The carrier may NOT be removed from the closet at any time.**
  - Each chair carrier should hold no more than 25 chairs. Please note the direction the chairs should be placed on the carrier.
  - Floor should be dust mopped/swept. Any spills need to be mopped using the "Swiffer wet-jet". All equipment needs to be returned to the closet when finished.
- No open flames may be used for food warming (ie: sterno)
- All trash must be removed from the room to the outside trash cans on the church side of the library. One trash bag is provided in the trash can, all others must be provided by the user.
- No items may be stored for any user/group within the facility.
- All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period.
- No alcoholic beverages will be served without special permission from the Farmville Board of Commissioners.
- Library equipment shall not be removed from the facility.
- No person shall be allowed to have firearms, knives, explosives, or any other weapons in the facility or on the premises at any time.