

FARMVILLE PUBLIC LIBRARY

MEETING ROOM USE POLICY

*Adopted by the Library Board of Trustees on May 8, 2013
Amended by the Library Board of Trustees on August 21, 2017*



Tutoring Room and North Carolina & Local History Room

1. Rooms may only be booked for use during the regular working hours of the library.
2. Use of the Tutoring Room and North Carolina & Local History Room is free of charge.
3. Use of these rooms is on a first come first serve basis; they may be booked in advance.
4. Library and Town of Farmville programs and personnel will have precedence over non-library events and public use.
5. No group or individual may reserve a room on a regular continual basis without prior approval of the Library Director.
6. Maximum time allowance for a room is 3 hours unless otherwise extended by staff.
7. Maximum occupancy of the Tutoring Room is eight; maximum occupancy of the North Carolina & Local History Room is four.
8. Staff and patrons may access materials in the North Carolina & Local History Room at any time, regardless of its current occupancy.
9. Use of a room shall not interrupt the use of the library by others and all library rules and regulations still apply while using the room.
10. Patrons shall not eat or drink in these rooms without prior approval of the Library Director.
11. The rooms should be kept clean during use and should be put back into original condition when the patron is finished. Patrons are responsible for the condition of the room they are using.

Elizabeth Davis Conference Room

1. This room may only be booked for use during the regular working hours of the library.
2. Use of the Elizabeth Davis Conference Room is \$40.00 per four-hour block without food and drink; \$60 per four hour block with food and drink. The Library will not supply food or drink.

3. Use of this room is on a first come first serve basis; it may be booked in advance.
4. Library and Town of Farmville programs and personnel will have precedence over non-library events and public use.
5. Maximum occupancy of the Elizabeth Davis Conference Room is thirty.
6. Use of this room shall not interrupt the use of the library by others and all library rules and regulations still apply while using the room.
7. This room should be kept clean during use and should be put back into original condition when the patron is finished. Patrons are responsible for the condition of the room they are using.