

**Conference Room Policy***Effective Date: 11/22**Reviewed and Revised Date: 11/25***Page 1 of 2**  
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**CONFERENCE ROOMS****Policy**

While priority is given to Library use, we welcome community members to use our conference rooms on a reservation basis to host meetings.

The Ela Area Public Library strives to create a warm, welcoming, and enjoyable environment for our users. Sharing this environment requires that everyone follow the library's policies. The use of the conference rooms is subject to both the rules contained within this policy and Appropriate Use of the Library Policy. Use of the conference rooms does not constitute an endorsement by the Library of the viewpoints expressed by the participants in the program or meeting.

The following guidelines apply to all non-Library sponsored meetings and programs.

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**ROOM USAGE GUIDELINES**

The Ela Area Public Library has two conference rooms available on a reservation basis:

- 2<sup>nd</sup> Floor Conference Room – Located in the Reference Department.
- Children's Conference Room - Located in the Children's Department. The room is intended for use by children and their caregivers and groups serving school age children.

Reservations must be made in advance by an adult member of the group, 18 years of age or older, who has a valid Ela Area Public Library card. The person making the reservation must remain in the room and maintain supervision during the time the group reserved the room.

The conference rooms are intended for use by groups and not for individual use. Individuals may reserve a library space for that purpose.

Food is not allowed. Covered beverages are permitted.

Activity involving and/or causing abnormal wear and tear on any part of the facility is prohibited including the use of paints, stains, glitter, or similar materials. Materials must not be attached to the walls. Table coverings are required for creative projects. The room must be clean by the end of the reservation.

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Groups are responsible for their own technology use and set-up. Groups must provide their own equipment and supplies.

The individual who makes the reservation accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. A charge will be assessed for any special cleaning or repairs made necessary by a groups' use of the space. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Reservations are to be scheduled for regular library hours of operation. No access to the building is allowed before or after hours. All reservations must end at least 15 minutes prior to the Library closing. Time limits and advanced booking timeframes are determined by the Library.

Reservations will be held for 15 minutes past the reservation start time. If the user has not arrived by that time, the reservation may be canceled.

The only person authorized to cancel a reservation or reassign the room is the contact specified on the reservation. Groups may not reassign use of the room.

Advertisements for meetings held in the Library do not imply Library sponsorship. All press releases, promotional materials and other forms of publicity produced by the booking organization must contain the following statement: "This is not a Library-sponsored program." Failure to include this statement may result in cancellation of the reservation. No organization may use the Library as its official address.

Groups using the facility may not post signs inside or outside the Library or give materials to other patrons inside the Library.

Use of these rooms must be open to the public free of charge. No services or goods may be sold, and no donations can be taken.

The Library reserves the right to terminate reservations that disrupt or interfere with normal Library operations.

Failure to comply with Library policies, rules, and regulations will be grounds for suspension of conference room privileges.