

Meeting Room Policy—Perry Carnegie Library

Room Eligibility & Guidelines

- The Thelma Knox Brown Room is available for meetings and programs of educational, cultural, and civic purposes. The meeting room will not be reserved for commercial purposes.
- Only City of Perry departments will be allowed to use the room before or after hours.
- Programs and activities held in the meeting room will have no admission fees charged or donations collected.
- Reservations for the meeting room must be made a minimum of 24 hours prior to room usage; usage is not guaranteed until a confirmation is given.
- Medical, mental health, and legal services will not be provided in the meeting room.
- Groups may reserve the meeting room for no more than one meeting in any one week or two meetings in a month.
- The meeting room may be booked up to two months in advance.
- Reservations will not exceed three hours.
- Persons reserving the room will be 18 years of age or over. One adult must be present for every 8 minors.
- The meeting room may not be used for children's birthday parties.
- Should scheduling conflicts occur, library programs and activities will be given priority. No library program will be planned for a reserved date and time after a reservation has been confirmed.
- The meeting room will be limited to 40 or fewer people per the fire marshal.
- The group will assume responsibility for any damage to the library and contents.

Technical Assistance

- If a group needs assistance hooking their laptop up to the projector, or other technical assistance is needed, the person booking the room needs to arrange for assistance when booking the room. Ideally, we can do a trial run a few days before the meeting to ensure a smooth presentation.

Housekeeping

- The group making the reservation will be responsible for setting up the room, cleaning the room, removing trash, and returning tables and chairs to their original arrangements.
- The refrigerator may be used with permission if space is available. Items must be removed at the end of the program.
- Groups may serve light refreshments. Jell-O, Kool-Aid and brightly colored drinks may not be served because of the possibility of stains. Groups must supply their own paper products, such as cups, plates and napkins.
- Signs, posters, advertisements, and/or decorations will not be placed on walls inside or outside the building.

Safety

- Flammable materials are strictly prohibited.
- Tobacco products, drugs, and alcoholic beverages will not be permitted.
- The doors to the meeting room will remain open.

Interpretation of this policy will be at Library Director's discretion.