

PIKE COUNTY PUBLIC LIBRARY

SMALL MEETING ROOM POLICY

The small meeting room provides conference, meeting or studying space for up to 8 people. Priority for use of the room is given to the following in this order:

- library department meetings
- proctored exams
- government agencies
- non-profit organizations (civic, educational or cultural)
- professional or business organizations
- Individual or small group use for the purpose of studying or discussion
- other uses may be determined by the PCPL Board of Directors

The Library board has approved the following guidelines for the use of the small meeting room:

1. Library use of the room will take priority
2. The room will be available only during regular business hours
3. The room can be booked for a maximum of three hours. Consideration of extra time may be given in special circumstances (proctored exams, etc.)
4. No admission fees can be charged by groups or individuals using the room
5. The room may not be used by groups or individuals to sell items, or for solicitation of orders for goods or services
6. Reservations will be held for 30 minutes. After that, the room may be available for others.
7. Groups or individuals are responsible for leaving the room as they found it. Those using the room are liable for any damage to the room or its furnishings.
8. No food or drink is allowed in the room. Smoking is prohibited.
9. In order to maximize the availability of the room, it may not be used for a group's regularly scheduled weekly meetings.