

Maximum Meeting Room Occupancy 12

Meeting Room Policy

Eligibility: Any business groups, governmental agencies, and private groups may use the meeting rooms. The suggested donation for meeting room use is \$25.00. Donations are appreciated and will help with the upkeep of the meeting room.

Reservations: The meeting room(s) may be reserved on a first come, first serve basis, in compliance with the following rules. They can be made in person, by phone at 756-2311, or on the salmonlibrary.org website.

1. Reservations are accepted no further than 12 weeks before the event.
2. An exception will be made for a series of meetings extending longer.
3. Non-library functions using the room are limited to two (2) bookings per month. You may request more, but the library reserves the right to change your bookings to assure access is shared fairly. You will receive one week's advance notice if change is needed.
4. It is the responsibility of the person making the reservation to confirm their meeting date and consult staff for any needed special instructions.

Security: The meeting rooms will be open during regularly scheduled library hours. If your booking is outside these hours, please follow these instructions.

1. Person reserving the facility must get the *current* side door access code from staff by calling or stopping by the library at least 24 hours in advance of your scheduled meeting.
2. The side door will be locked by staff promptly at 5:30pm, so entry by participants of the meeting will either be by code, knocking, or propping the side door with responsibility to remove the prop prior to exiting for the night. If the door is not properly locked, this person is subject to any library damages due to this negligence.
3. Staff will not be expected to open the building after hours, and will not give the code or key to an unauthorized person.
4. Front doors of the library will be locked after 5:30pm and meeting room participants will be required to enter through the N. Terrace entrance. (A sign can be provided to help prompt participants upon request)

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Audio-Visual Equipment: All audio-visual equipment available may be used free of charge in the library by any patron or group. Donations for the use of the meeting room help defray equipment maintenance costs.

1. If AV equipment is needed, it is the responsibility of the person making the reservation to inform the library staff *prior* to the scheduled event.
2. If training is required on the use of AV equipment it is the responsibility of the person to schedule time with staff prior to their meeting in order to facilitate that request. Staff is not available to troubleshoot your technical questions after library operating hours.
3. AV equipment will be checked out at the front desk prior to scheduled event and must be returned in the same condition within 24hr period.
4. The person making the reservation is responsible for any damage that occurs to the AV equipment while they are using it.
5. It is the responsibility of the person making the reservation to check for all cables, controllers, or any equipment used during the course of the meeting to return the equipment back to the place they found it.

Janitorial Policies: Persons using the meeting room will set up for their own meetings and return the room to the same order in which it was found. Cleaning supplies are in the storage closet.

If any janitorial service is required to stack or restack furniture, or do any extraordinary cleaning or repair, the organization or person reserving the room will be liable for fine of not less than \$25.

1. Chairs should be stacked on dollies and stored in the closet.
2. Tables need to be folded and stored in closet, or pushed against walls.
3. Counters should be clean and free of food, utensils, condiments, etc.
4. Coffee pots and dishes should be washed and stored properly.
5. The floor should be swept, or damp mopped if necessary.
6. The trash can liner should be removed and placed in the bin outside the building's side entrance.

General Rules:

1. **Smoking is not permitted in the building.**
2. **The kitchen facility is for light refreshment only, coffee and tea may be prepared, cooking is not allowed.**
3. **The library is not liable for supplies and equipment left in the room.**