



## Clearview Library District Meeting Room Booking Procedures and Rules

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### Availability

The library has two rooms available for reservation: a large meeting room and a small meeting room. There is no charge to use the rooms.

- The Large Meeting Room accommodates a maximum of 50 individuals
- The Small Meeting Room accommodates a maximum of 10 individuals

Rooms are available:

- Monday-Friday 9:30 a.m. – 7:30 p.m.
- Saturday 9:30-4:30 p.m.
- Sunday 1:30-4:30 p.m.

### Reservations

An active library card is required to make a room reservation.

Reservations must be made by adults (18 years or older).

Reservations for rooms can be made 2 - 6 weeks in advance, a maximum of twice per month. Rooms can be reserved for a maximum of 3 hours.

Please notify us within 24 hours of any cancellations. Failure to cancel may result in future loss of reservation privileges.

Walk-ins are welcome and will be accepted on a first-come-first serve basis as space allows. Walk-ins are also subject to a maximum usage of 3 hours.

### Equipment and Setup

Requests for special equipment and setup can be made online, when filling out the reservation form for your meeting room. Below are the following options available for request:

- Seating and table setup. - **Available for large meeting room only.**

- A coffee pot (filters and water are available, but not coffee). - **Available for both small and large meeting rooms.**
- A Promethean Board for screen presentations. Basic instruction in its use can be provided in advance of your meeting. - **Available for large meeting room only.**
- A short-throw data projector. Basic instruction in its use can be provided in advance of your meeting. - **Available for both small and large meeting rooms.**

## **Responsibilities**

The applicant must be present at the event.

Persons under 18 years of age must be under the direct and constant supervision of adults.

## **Room Maintenance**

Unless a prior setup request is made on the reservation form, users are responsible for setting up all furniture and equipment. All furniture and equipment within the rooms must be returned to their original positions at the end of the meeting.

All surfaces must be cleaned and cleared, leftover food removed. Trash must be picked up and put into proper receptacle or placed in outside trash bins.

Users also accept full responsibility for any damages incurred while using the library's facilities. Failure to abide by any of these guidelines or to cooperate with library staff may result in loss or termination of meeting room privileges. A \$50.00 cleaning fee will be charged to patrons' library accounts in the event a room is not returned to its original condition.

If flyers, posters, or any other advertising is being used to promote your meeting, and you are using the Clearview Library District name and logo, prior approval must be granted by the library director or a library manager.