

## Oscar Foss Memorial Library

### Rules of Meeting Room

1. The meeting room **must** be reserved prior to use.
2. Each group has access to the room only during the time reserved for its meeting. Coming in early and/or staying over time will result in losing access to the meeting room. Scheduling conflicts must be resolved by library staff only.
3. All meetings should be open to the public.
4. No smoking or alcoholic beverages are allowed anywhere in the library.
5. Each user is responsible for setting up the room and for leaving it in a clean, neat and orderly condition. Arrangements for setting up the room may be made when the room is reserved.
6. Light refreshments may be served.
7. Noise levels must not intrude upon normal library operations
8. Each user is responsible for restoration or repair of any and all damage caused directly or indirectly by use of the library building and/or equipment.
9. Parents or guardians attending a meeting room function may not leave any child under the age of nine unattended in the library. Children who are disruptive and uncooperative will be asked to join their parents.

**Failure to follow these rules will result in loss of future meeting room privileges.**

The library assumes no responsibility for the safety of any private property brought onto the premises.