

## **BARTLETT PUBLIC LIBRARY DISTRICT CONFERENCE ROOM POLICY AND GUIDELINES**

The Bartlett Public Library District provides the use of conference rooms for groups of five to sixteen as an additional service to Library users under policy established by the Board of Trustees.

### **PERMISSIBLE USAGE**

Seventh-grade students or older are eligible to use the rooms. You must check in at the Adult Services desk before proceeding to the room.

### **HOURS**

The conference rooms are available during normal Library hours.

### **SCHEDULING**

- A. A patron may make a reservation in person or by telephone.
- B. Reservations for conference rooms may be scheduled on a quarterly basis. The reservations may be made one month prior to the start of the quarter.
- C. The conference rooms may be reserved for up to four consecutive hours a day.
- D. If the user wishes to continue to use the room after the reserved time has expired, and if no one else has signed up to use the room during the following hour, the user may do so.
- E. If a user has reserved time and arrives early, he or she may check in at that time providing no one else is using the room.
- F. The user should call the Library in advance if unable to make their appointment. If the user does not call, the room will be held for ten minutes, after which the user will forfeit the full amount of their reserved time. That time slot will then be available for another group. A suspension of conference room privileges may result if a user repeatedly abuses the system by scheduling and/or canceling reservations in a manner that essentially deprives other groups of the use of the rooms.
- G. If users of a conference room vacate the room for more than ten minutes the room will be considered open for re-booking.

### **REGULATIONS**

- A. Occupancy limits based on conference room size have been set by the Bartlett Fire Protection District and range from thirteen to sixteen people depending on the particular room. Only those groups who have checked in at the Adult Services Desk are allowed in the room.
- B. Individuals who are disorderly or who fail to comply with Library regulations will be asked to leave.
- C. Individuals using the conference rooms will be billed for any damages to furnishings and/or equipment and lose the subsequent right to book the room.
- D. Food is not allowed in the conference rooms. Covered drinks are allowed.