

Farnsworth Public Library: Meeting Room Policy

The Bond Meeting Room and the small meeting room on the fourth floor are designed primarily for use in library-related activities. These meeting rooms are also available for rent by other groups, subject to the following policies established by the Library Board of Trustees:

- Meeting rooms may be used for programs sponsored by non-profit government, educational, community service and cultural organizations, and other responsible groups with the library director or assistant director's approval. Appeals may be made to the Board of Trustees.
- The Bond Meeting Room can accommodate 40 people. The fourth floor meeting room can accommodate 10 people. Chairs and tables may be arranged as desired, but must be returned to their original placement. The room may not be used for preparing food, and use of alcoholic beverages and smoking are prohibited. The group representative is responsible for the condition and the contents of the room.
- Check the library calendar for library hours and open days at: <http://www.ocontolibrary.org/>
The rental rate for the Bond Meeting Room is \$5.00 per hour and the rate for the fourth floor meeting room is \$2.50 per hour. Scheduling for all meetings must be done in advance.
- Reservations are not final until the library receives this signed contract along with the payment.
- Room rental charges are nonrefundable.

Reviewed and amended by Farnsworth Public Library Board of Trustees on July 22, 2014

Farnsworth Public Library: Meeting Room Contract

I have read and agree to the Library Meeting Room Regulations as stated above.

Representative's Signature: _____ Today's Date _____

Phone: _____ Email: _____

Name of Group: _____

Rental Date: _____ Rental Time: _____

Check one: Bond Meeting Room Fourth Floor Meeting Room

Mail signed contract and remittance to: Farnsworth Public Library, 715 Main St, Oconto, WI 54153

For Staff Use:

Approved By: _____ Amount Paid: _____ Date Paid: _____