

CORONADO PUBLIC LIBRARY
LIBRARY CONFERENCE ROOM

Welcome to the Coronado Public Library. We are pleased that your group is applying for use of the Library Conference Room, and we hope that you will enjoy the use of this quality meeting room. In order to help us properly maintain the Library Conference Room and to extend its usage to as many groups and organizations as possible, we ask that the Coronado Public Library Board of Trustees Policy No. 27, as outlined below, be followed.

Thank you for your application to use the Library Conference Room!

CORONADO PUBLIC LIBRARY
BOARD OF TRUSTEES

POLICY NUMBER 27

CONFERENCE ROOM POLICY

- I. **Introduction.** The Conference Room, located in the Library building, is available for small groups (two to twelve individuals) for purposes such as meetings, presentations, discussions, and study, with a maximum of two uses per week per group. The use of the Conference Room shall not involve sales or financial transactions, nor is it intended to be a place to “hang out”, “socialize” or as a private office. Priorities of usage are as follows:
 - A. Library and Library-related meetings
 - B. Group study
 - C. Local community groups

- II. **Reservations.** The Conference Room may be reserved up to one month in advance by calling the Library’s Administrative Secretary at 522-2475 during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.).
When leaving a message for a reservation, please include your name, telephone number, requested reservation date and times, purpose of the reservation, and the expected number of people in your group. Your telephone call will be returned promptly.
For immediate reservation requests, please check with the Librarian at the Adult Reference Desk or call 522-2484. When not in use or reserved, the Conference Room is available on a walk-in basis after checking in with the Librarian at the Adult Reference Desk.

- III. **Room Use.** The Conference Room is designed to be used by groups consisting of at least two individuals, up to a maximum of twelve individuals, no more than twice per week. During use of the Conference Room, if less than two individuals are present in the Conference Room, the sole individual remaining will be asked to vacate the Conference Room. If the Conference Room becomes completely unoccupied anytime during a reservation, the Conference Room will immediately become available to another group, and any belongings left in the Conference Room will be placed in the Library’s Lost and Found, located at the Circulation/Check-out Desk.

- IV. **Refreshments.** The consumption of covered beverages and light snacks is allowed. Hot foods and foods whose odor might cause offense to other patrons are not allowed.

- V. **Responsibilities for Use.** No posters, papers, or other items may be hung, taped or attached in any way to the walls, floors, doors, tables, or chairs. The group is financially responsible for any damage to the Conference Room and its furnishing during the use of the Conference Room.

The Conference Room is to be left in a clean and orderly condition, and all chairs are to be returned to their normal position. Prior to using the Conference Room, please advise the Librarian at the Adult Reference Desk if the Conference Room has been damaged in any way or if any debris has been left behind from another group.

Loud noises, smoking, and inappropriate conduct or behavior are prohibited in the Conference Room.

Failure to comply with Conference Room Policy will cause a group to immediately lose its use of the Conference Room. Future and additional violations of the policy will subject a group to a suspension of its Conference Room privileges for a period of one year.

- VI. **Check-In/Check-Out.** Please check in prior to your reservation and check out after your reservation with the Librarian at the Adult Reference Desk. Reservations will be held up to a maximum of fifteen (15) minutes after your scheduled reservation time. Failure to check in before fifteen (15) minutes after your scheduled reservation time will cancel your reservation. Please contact the Librarian at the Adult Reference Desk if you need to reschedule or cancel a reservation. Any non-cancelled reservation will count toward one of the two maximum uses of the Conference Room for that week.

- VII. **Hours of Use.** The Conference Room is available for use in increments of thirty (30) minutes, with a maximum of three (3) hours per use. Groups are eligible to use the Conference Room a maximum of twice per week. A week runs Monday through Sunday. The Conference Room is available for use during the following hours:

9:30 a.m. through 8:30 p.m. Monday through Thursday
9:30 a.m. through 5:30 p.m. Friday
10:00 a.m. through 5:30 p.m. Saturday
1:00 p.m. through 4:30 p.m. Sunday

All groups must pick up any trash or other debris, return the chairs to their proper location, and vacate the Conference Room thirty (30) minutes prior to the close of the Library each day.

- VIII. **Furniture and Equipment.** The Conference Room includes a large conference-style table and twelve (12) chairs, electrical outlets, a drop-down screen, a television, and a large countertop. There is no connection to the Internet nor is there a telephone or telephone access available in the Conference Room: however, the use of cell phones in the Conference Room is permitted. Use of the television is limited to personal DVDs and videos and regular television viewing. No Library-owned DVDs or videos may be viewed on the television.

Easels for use with large paper tablets and dry erase boards for use with dry erase pens may be brought into the Conference Room; however, permanent markers, knives, glue, or any other substance that could potentially harm the tables or chairs are not permitted in the Conference Room.

