

## Meeting Room Use

The Boquete Library provides meeting space for library-sponsored or co-sponsored programs that meet the library's goals. When not in use for library-sponsored activities, the room is available to other groups under these guidelines:

1. Meeting room facilities are available to local nonprofit organizations and committees whose headquarters are in, or who provide services to residents of the Boquete District.
2. The meeting room is not available for the benefit of private individuals or profit-making organizations, nor may it be used as a study room.
3. Youth groups (participants under age 18) must have an adult supervisor present at all times.
4. There is no fee for the use of the meeting room, but groups will be charged for labor and materials to cover the cost of damages or if extraordinary cleanup is necessary after use.
5. Refreshments may be served in the meeting room only if approved by the library administrator. Smoking is prohibited in the library and on the library grounds. No alcoholic beverages are allowed on the premises without prior approval from the Library Board.
6. The meeting room is available during regular library hours. The conference room is available for non-open library hours, however people who make use of the conference room should cover the additional cost for labor incurred by the staff.
7. The Library Board of Trustees neither approves nor disapproves content, topics, subject matter, or points of view of individuals or groups using the meeting room.
8. The Library Board of Trustees and employees of the library are not responsible for accidents, injury or loss of individuals' property while using the meeting room.
9. Specific rules governing the use of the meeting room will be established and supervised by the Library Administrator and/or designated persons.
10. The user of the room has to complete an application and it must be reviewed and approved. If any changes are needed, please inform the administrator.
11. Upon acceptance of the application, the person or group that requires the use of the room must comply with the rules and procedures of the library.
12. The person or group of persons requiring the use of the room, are responsible for returning the room under the following conditions:

- Chairs should be stacked in sets of five and must be placed in the storage room or other designated area after use.
  - The pink chairs should not be used in the conference room.
  - The trashcan cannot be removed from its designated spot.
  - All trash should be in a closed bag and placed outside the door of the 1<sup>st</sup> floor storage closet.
  - The room must be completely clean after use; all waste should be placed in trash.
  - All of the equipment that is borrowed must be returned personally to library personnel.
  - The TV must be left in good condition.
  - One person must be responsible for the use of the room. That person must sign the application.
13. People who make use of the room must comply with the elevator rules.
14. When using music, the volume should not disturb other library users.
15. The conference table and chairs can only be used by members of the Board of Trustees and members of the Lions Club

Approved