

## Meeting Room Rules & Regulations

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### General Rules and Regulations Regarding Meeting Room Use

*The following are general rules for use of library meeting rooms. Please Notify Library Administration (03-61964833/4832) as soon as possible with any questions or cancellations.*

### Meeting Room Requests

- Meetings are scheduled on a first-come, first served basis.
- Groups must make room requests at least one week in advance.
- Requests may be made up to six months in advance.
- Requests may be submitted [online](#), [faxed](#) to 03-61964855.
- An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a "[Meeting Room Request Form](#)", providing information regarding the program and the requested room set-up.
- By signing or submitting the form, the applicant agrees that:
  - They have read and understand these "General Rules and Regulations Regarding Meeting Room Use." Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room;
  - They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
- If the applicant provides an e-mail address they will receive a reservation confirmation e-mail and courtesy reminder e-mail.

### Conditions of Use

#### General

- Meetings must be held during regular library office hours, Monday to Friday.
- Meetings should end on time so that the room can be cleared or prepared for other meetings. The meeting room must be vacated at least 10 minutes before 5.30 pm and inform the library administration office after ends of the meeting.
- If food or beverages are served the secretariat/group is responsible for cleaning up and reporting spills.
- Meeting rooms shall be left in an orderly condition and secretariat/group agrees to accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.

#### Rooms may NOT be used for:

- Any purpose, which may interfere with the regular operation of the library.
- Personal, company, or family parties.
- Programs involving the sale, advertising, solicitation, or promotion of memberships, classes or services.
- Group Study.

#### Set up and equipment

- The library cannot provide operators for equipment. If instruction is required for equipment operation, it is suggested that a representative of the group request instruction ahead of time.
- The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.

**Signs**

- No signs, working papers or posters may be attached to the walls of the meeting room.
- The Library will post notice of all meetings booked at least a week in advance. The secretariat shall be responsible to post directional signs to the meeting. Any signs or posters placed anywhere in the building must be approved by the Chief Librarian.