

Brimfield Public Library District

Meeting & Study Rooms Policy

Brimfield Public Library District has 1 meeting room that accommodates approximately 10 people, and 2 study rooms that each accommodate approximately 4 people. These rooms are available for public use during regular library hours for patrons Jr. high age and over.

The meeting room is available on a first-come, first-serve basis, and may be used for up to 4 hours/day. More time may be allocated at the discretion of library staff.

The study rooms are available on a first-come, first-serve basis, and may be used for 1 hour/day. More time may be allocated at the discretion of library staff.

The meeting room and 1 study room may be reserved. In order to be as equitable as possible, a person or group may have 1 reservation on the calendar at a time. Reservations may be made in person or over the phone. A 24 hour cancellation notice is required for reserved rooms.

Food and drink is allowed in the meeting and study rooms. Patrons are expected to leave rooms orderly and free of all debris.

Library staff is in charge of all aspects of the meeting and study rooms, including, reservations and use. Failure to comply with any aspect of this policy may result in loss of reserving and/or using the meeting and study rooms.

Approved at the Regular Trustee Meeting May 4, 2015