

Meeting Room Usage

LBPL has several spaces and rooms suitable for meetings, some more private than others. As an additional service for our community and patrons, the second-floor conference room is available for reservation when not being utilized for Board or library events. The conference room is available on a first-come, first-served basis to groups and organizations during normal library hours.

The following spaces and rooms are available for the patron's informational, educational, cultural, and civic purposes:

- Conference Room (Board meetings and events take precedence)
- War Memorial Room (American Legion meetings take precedence)
- Community Center Room

Patrons should complete a Meeting Room Application (Appendix K) at least 48 hours prior to the scheduled meeting and meet all the following criteria:

- A resident or property owner of Lewis County or in WV
- An authorized representative of the group or organization holding the meeting
- In attendance at the requested meeting
- Responsible for cleaning the room and restoring the room to set up condition.
- Responsible and held accountable for any damages to the room, furniture, or equipment.

All meeting spaces must be vacated 15 minutes before LBPL closes. Food and beverages may be served only in the Conference Room. No alcoholic beverages are allowed. All existing tobacco-free policies of LBPL will remain in force for meeting rooms. LBPL reserves the right to cancel any reservation for failure to follow Library policy or rules, to preserve a safe environment, or for any emergency that may arise. Failure to comply with this policy will result in the loss of the privilege to reserve any meeting room in the future.

APPENDIX K

Meeting Room Application

Name of Organization _____

Purpose of Meeting _____

Date(s) of Meeting(s) _____ Time(s) _____

Estimated length of meeting _____ Estimated attendance _____

Person(s) in charge of meeting _____

Address _____

Telephone number _____

E- Mail _____

The undersigned hereby agrees on behalf of the above-named organization to be responsible for any damage sustained to Library property while being used by the organization and agrees to conform to all rules and regulations as set forth on LBPL Meeting Room Policy (attached).

Signature of person applying _____ Date _____

Address _____

Telephone _____

Approved Not Approved

LBPL Authorized Signature

Email Competed form to : circ@lbpubliclibrary.com