

ABRAMSVILLE LIBRARY MEETING ROOM POLICY

Abramsville Library welcomes the use of its meeting room as outlined under the following established guidelines:

Location & Telephone

The facility is located in the basement of the Abramsville Library at 66 W Main Street, Abramsville, UT 84066. The telephone number is 435-123-4567.

There will be access to public restrooms, but no other library rooms or facilities will be available without prior approval. There are no kitchen facilities.

Seating Capacity

In compliance with the Uniform Fire and Building Codes, seating capacity is limited to 12 persons. No permanent seating is available, however, folding chairs as available will be provided.

Cost

There will be no cost for the use of the room. However, in the event a staff member is required to remain beyond library hours, that person will be paid overtime wages of one and one-half times their hourly wage by the group using the room.

Keys

Building keys are numbered and are not loaned. A staff member will be on hand to unlock and/or lock up.

Reservations

Reservations may be made by calling the library. The room may be reserved for use by educational, civic, cultural, and governmental groups when no admission fee is assessed. Exceptions may be made for meetings sponsored by the library or an approved non-profit educational group or institution for short term classes, institutions, discussion groups and forums, involving small fees.

Reservations may be made by commercial or denominational groups. Committees or associations affiliated with more than one church for business transactions, when no religious services are involved, will be allowed meeting room space. Profit making organizations sponsoring an educational program of a non-profit nature will be permitted to use the room provided the meetings are open and free to the general public.

Use of the room shall be only during the library hours stated above (except by special arrangement with the librarian).

Any library sponsored program for either adults or children will have priority in scheduling and/or use of the room.

Food, Drinks, Smoking

No food or drinks will be allowed without the specific permission of the librarian. Alcoholic beverages may not be served or consumed nor will smoking be allowed at any meeting held in the library.

Clean-Up

All clean up and trash removal will be the responsibility of the group using the facility.