

General Regulations and Guidelines

1. The Library Administration authorizes the use of the rooms and maintains the schedule.
2. Activities under the direction of the library shall have first priority for the use of the meeting room.
3. In accordance with the Fire Marshall regulations, maximum attendance is 40 people in the Community Room and 25 in the Local History Room.
4. Community groups may schedule meetings provided that:
 - a. All meetings are open to the public.
 - b. No meeting can charge admission.
 - c. Community groups whose purposes are civic, cultural or educational are encouraged to use the various library meeting rooms for group meetings when the rooms are not being used for their primary purpose—library related activities. Meeting rooms may not be used for private parties, commercial endeavors or gatherings that advertise a product or service.
5. Meeting rooms are not available before or after library hours. Rooms are available daily beginning 15 minutes after the library opens (10:15am), until 15 minutes prior to closing (Mon.-Thurs. 8:45pm, Fri. 5:45pm, Sat. 1:45pm)
6. Reservations for children's and young adult programming must be made by an adult. This adult must be present and responsible for proper care of the room when it is in use. (An adult is a person 21 years of age or older.)
7. The library is a smoke-free, flame free building (no candles or sterno.)
8. Alcoholic beverages are prohibited in the building and on the grounds.
9. The sale of goods or services is prohibited in the library meeting rooms unless related to a library program.
10. Meeting attendees must conform to the Library's Code of Conduct.
11. Banners, literature, photographs or signage may not be placed anywhere in the library without the permission of the Library Administration. No object, poster, writing, etc. may be placed on the walls. Requests to use library equipment must be made at time of application. The library supplies equipment at its discretion and assumes no responsibility for its availability or proper functioning.
12. The meeting room and equipment are to be left in the condition in which they were found. The person/organization using the room is responsible for any damage that occurs during use. The tables and chairs are to be returned to their original configuration.
13. The individual reserving the room is responsible for all room preparation. This includes arranging furniture and equipment, preparing refreshments and cleaning up. Always check in at the Circulation Desk prior to a meeting.
14. Food and drinks are not permitted in the group meeting rooms without the express permission of the Library Administration. Any trash generated by the meeting should be removed by the meeting participants.
15. The name, address, or phone number of McCowan Memorial Library may not be used as the official address or headquarters of any organization except those affiliated with the library.
16. If any organization fails to abide by these regulations, such violation constitutes grounds to deny future use of the meeting rooms