

## **Pike County Public Library District Use of Meeting Room Policy**

The Pikeville Public Library's community meeting room can be booked on a first-come-first-serve basis. Pikeville Public Library has priority of the room for the use of teaching purposes and special programs. The meeting room can be reserved by non-profit organizations. Others may submit a request to the Pike County Public Library Director and/or Board of Directors for prior approval. No parties or showers may be held in the meeting rooms.

### **Terms:**

Reservations are required. The community meeting room must be booked at least one week ahead of time.

The meeting room may be rearranged as long as nothing is removed from the room.

Use of equipment must be arranged at the time of booking the facility.

Food and beverages may be served in the room as long as the facility is cleaned and free of garbage after the meeting. **NO** alcoholic beverages can be served in the facility.

Notify the Pikeville Public Library within 24 hours of a cancellation.

This building is a Smoke-Free facility. Please refrain from smoking.

The Pike County Public Library District has the right to deny use of the room to anyone who does not comply with these terms of use.

**I have read the Meeting Room Policy and I agree to the terms of usage. I will be responsible for the room during the time that I will be occupying it.**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Use \_\_\_\_\_

Librarian \_\_\_\_\_