

Yakima Valley Libraries Instructions for Meeting Room Use

Care and use of facilities:

Groups using a meeting room must leave it as it was found. If furniture is rearranged, it should be returned to the original arrangement. Staff is not available to assist a group or organization with rearranging seating, carrying supplies, or operating equipment.

Groups must remove all trash resulting from refreshments or activities.

Fliers and posters:

Fliers, poster, or other materials may not be attached or affixed to the walls, ceiling, windows, equipment, furniture or doors of a meeting room. Posting such items in a designated place in a community library is permitted with prior approval.

Equipment:

Equipment, supplies, books, or other group materials cannot be stored or left in a meeting room before or after use.

A group may provide personal furniture or equipment with prior arrangement.

Entrances and exits:

Exits must be unlocked at all times. Open aisles must be maintained with the seating arrangement to provide clear access to exits.

Room capacity

Attendance will be limited to the capacity of the individual meeting room. Seating and/or supplementary furniture are not allowed outside the meeting rooms.

Refreshments

Beverages and simple refreshments or sack lunches may be served. The group is responsible for providing all supplies. Minimal kitchen facilities are available at Yakima Library.

Messages

Library district staff will not take or deliver messages for individuals using a meeting room.

Approval: Monica Weyhe, Executive Director 3/18/2008