



## **Fall Conference Room**

### Policy and Guidelines

#### **Fall Conference Room**

- The Fall Conference Room is provided to the public for use by small groups wishing to hold a meeting. The room seats 18 people and is equipped with a digital projection system and conference calling capabilities. The library's wireless internet service is accessible. The library does not offer technical support on individual laptops.

#### Proper Use

- The Conference Room is locked when not in use. Patrons with a reservation should check in at the Reference Desk for access to the room. **A reservation may be cancelled if you are more than 30 minutes late.**
- Drinks and snacks are allowed in the Conference Room.
- Rooms should be left clean and orderly at the completion of your reservation. Food containers should not be left in the room. A trash can for food items is available in the hallway.

#### Reservations

- A current Brentwood Library borrower's card is required in order to reserve a room.
- Reservations are limited to two hours. Patrons may have up to 4 reservations per card per week, and consecutive reservations are permitted.
- Reservations may be made no earlier than one month in advance.
- An available room may be reserved for immediate use.
- Meetings must take place within library hours, and the conference room must be vacated five minutes before closing.
- Reservations may be made on-line, by telephone, or at the Reference Desk.