

Community Room Rules

The library closes promptly at 9:00 p.m. Monday – Thursday and 5:00 p.m. Friday – Sunday.

We urge you to clean up and vacate the room 15 minutes before closing.

1. Please put all tables and chairs away.
 - a. If the tables and chairs need wiped off, supplies are available in the kitchen in the cabinet below the sink.
 - b. The chairs are to be placed against the back wall with no more than five chairs in a stack.
 - c. Tables are to be folded and stacked against the wall underneath the windows.
 - d. Wash and return all kitchen items to their proper cabinet.
2. Turn off all lights.
3. Lock all doors on the way out.

If you use any library AV equipment:

1. Do not unplug or disassemble any of the wires on the AV equipment in the room. To use the equipment, it must be reserved prior to the day of your event. If you reserved the equipment and you're unsure how to operate it, please ask a staff member for assistance.
2. Make sure the equipment is **off** when you leave.
3. Lock the AV equipment cabinet or alert the reference desk librarian you are leaving so the equipment can be properly secured.

Your attention in these matters is appreciated!