

Meeting Room Conditions of Use

1. Rooms must be vacated at least 15 minutes prior to the Library's closing.
2. The Library retains the right to monitor all events conducted on the premises to ensure compliance with Library policies, and Library staff will have free access to rooms at all times.
3. Users are responsible for room setup and cleanup, including returning furniture to its original placement.
4. Refreshments and light meals may be served.
5. Storage space is not provided. The Library is not responsible for items left behind.
6. No posters, signs, etc. may be posted or attached to the walls, windows, or any other part of the Library without the permission of the Director.
7. Permission to use Library meeting rooms may be withheld from individuals/groups who fail to comply with the OML's policies.