

## Rules for Use of Quincy Library's Meeting Room

### **PLEASE NOTE:**

Your publicity and advertising must contain the words: ***This event is not sponsored by NCW Libraries.***

### **General Expectations**

- You must ensure that at least one responsible adult 18 years of age or older is present for the entire time the meeting room is occupied (including set up and breakdown), and that everyone attending or participating in the meeting follows the Meeting Room Use Policy and all other Library rules and policies.
- You are responsible for providing any special accommodations, if requested, to enable participation.
- Meeting room doors must remain unlocked while you are using the room.
- Meeting room use is limited to the scheduled time. You must notify Library staff when you or your group are done using the room.

### **Requesting and Canceling Reservations**

- You may request a reservation up to 8 weeks in advance in-person, by calling (509) 787-2359, or by emailing [quincy@ncwlibraries.org](mailto:quincy@ncwlibraries.org).
- You must notify the Library as soon as possible if you need to cancel a reservation.
- If you do not show up for a scheduled reservation two (2) or more times within a six (6) month period, you may be denied future use of the meeting room.

### **Capacity Limit**

- The meeting room can accommodate up to 47 people.
- You are responsible for ensuring that there are no more people in the room than allowed, for any reason.

### **Available Hours**

#### Quincy Library Open Hours:

Monday 9–6 | Tuesday 9–6 | Wednesday 12–6 | Thursday 9–6 | Friday 9–5 | Saturday *Closed* | Sunday 1–5

- You may reserve the meeting room for use beginning 15 minutes after the library opens to the public and ending at least 15 minutes before the library closes for the day.
- You must make sure that all participants leave the room at the end of the reserved period and leave the building by library closing time.
- You may only use the room during the time you reserve. Plan to do any set-up and clean-up within this time.

## Technology Availability

- Open access Wi-Fi is available in the Library. However, the Library cannot guarantee the reliability or availability of Wi-Fi during any meeting. More information about using the Library's Wi-Fi can be found in the [NCW Libraries Internet Usage Policy](#).
- You may bring in your own technology.
- You may request use of the Library's on-site audiovisual equipment when you make your reservation or at least seven (7) days before your meeting. Approval depends on staff and equipment availability.
  - If you use the Library's equipment, you are responsible for the actual cost of repair and/or replacement of anything that is damaged during your use of the room.
- The Library cannot guarantee help with audiovisual equipment or other technology at the time of the meeting.

## Furniture Availability

- The Library will provide access to 12 tables and 47 chairs.
- You are responsible for all meeting room setup and breakdown, including setting up and arranging tables and chairs, and then restoring the room to its original setup. All set up, breakdown, and cleaning must be completed during the time you reserve.

## Care of the Room

- You are responsible for taking care of the meeting room and making sure the room is left in its original condition: neat, clean, and undamaged.
- You will provide your own meeting supplies, including paper products, pens, napkins, etc.
- Library staff will check the room after each use. If the room requires additional cleaning, you will be notified and charged for the cost of the additional cleaning. If the room or its equipment or furnishings are damaged, you will be notified and charged for the cost of repair or replacement.
- You may not post or affix anything to the walls or windows.
- You may not light any candle or other open flame in the room for any reason.
- You must remove all items from the room that you brought in, including decorations, extra supplies, and excessive amounts of garbage (beyond what fits in the trash receptacles provided).
- No items may be stored in the library or meeting room before, after, or between meetings.

## Food & Drink

- Refreshments, including food and drink, are allowed.
- You may not cook or heat up food.
- Alcoholic beverages may not be served or consumed.
- If food or drinks are served or consumed in the room, you are responsible for providing your own cleaning supplies and ensuring that all surfaces are left clean and dry.
- You must remove all trash resulting from the serving of refreshments.

## Meeting Room Request Form | Quincy

Quincy Public Library · 208 Central Avenue S · Quincy, WA 98848

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

OPEN HOURS:

Monday 9 – 6  
Tuesday 9 – 6  
Wednesday 12 – 6  
Thursday 9 – 6  
Friday 9 – 5  
Saturday *Closed*  
Sunday 1 – 5

PLEASE NOTE:

- Reservations may begin 15 minutes after the library opens.
- Reservations must end 15 minutes before the library closes.
- You may only use the room during the time you reserve.
- Plan to do any set-up and clean-up within this time.

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Meeting Room Requests:** Max capacity 47

- |  |   |
|--|---|
| <input type="checkbox"/> Projector with screen       | # of Tables Requested (12 available): _____ |
| <input type="checkbox"/> Laptop with projector cords | # of Chairs Requested (47 available): _____ |
| <input type="checkbox"/> Whiteboard with markers     |   |

**AGREEMENT:**

- I am at least 18 years of age.
- I have read, understand, and agree to comply with NCW Libraries' Meeting Room Use Policy.
- I have read, understand, and agree to comply with the Rules for Use of Quincy Library's Meeting Rooms.
- I understand that NCW Libraries staff may enter the meeting room at any time, for any reason.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_