

Meeting Rooms

The library has meeting rooms available for public use at its Lake Hazel, Star and Victory locations. Meeting rooms are available free of charge to any group or individual with the following limitations:

- Meeting rooms are available during open hours until fifteen minutes prior to closing.
- Library uses of the room take priority. Reservations may be modified or canceled at the library's discretion in the event of an emergency or if there is a reasonable concern that a meeting may disrupt the normal operation of the Library.
- Meeting rooms may not be used for commercial or fundraising purposes, with the exception of the Friends of the Library and other library sponsored events.
- Meeting rooms can be reserved up to 90 days in advance. Up to three reservations at a time can be held by any group.
- Reservations of a room are required at least 24 hours in advance.
- Reservation forms must be filled out completely.
- Individuals requesting a room must be 18 years of age or older.
- Meeting organizers must check in and out at a service desk when using the rooms.
- Events in the meeting rooms are open to the public. Closed meetings can be booked in the library's study rooms or telehealth pods.
- Refreshments are allowed, but organizers are responsible for all serving equipment and for all cleaning. Alcoholic beverages may not be served.
- Rooms should be returned to their original state after use. Cleaning costs necessitated by the use of the room and/or damage to the room or any equipment in the room will be the responsibility of the adult in charge of the group using the room.

Approved by the Board of Trustees, August 23, 1995 Revised, January 20, 2004, Revised; January 20 and April 21, 2009; Revised, September 20, 2011; Revised, February 21, 2017; Revised June 20, 2017; Revised May 16, 2023. Revised April 21, 2026.

- The use of the meeting rooms does not constitute endorsement by the library of the beliefs of that group or the viewpoints expressed during the meeting.
- The library will not be involved in the internal matters, governance or disagreements of groups using the meeting rooms.
- No group may list the library as a partner or sponsor without prior express written permission from the Branch Manager or Library Director. All publicity relating to any program/meeting held in a library meeting room shall be cleared with the library prior to release. Absent such permission, any printed or electronic advertisement or notification of a meeting to take place at the library must include a disclaimer that the meeting or event is not sponsored or endorsed by the library.

Study Rooms and Telehealth Pods

The library has study rooms and telehealth pods available for public use at its Lake Hazel, Star and Victory locations. Rooms are available free of charge to small groups or individuals with the following limitations:

- Study rooms and telehealth pods are only available during open hours.
- Library uses of the room take priority. Reservations may be modified or canceled at the library's discretion. The library reserves the right to access study rooms and telehealth pods at all times.
- Study rooms and telehealth pods may be reserved up to 90 days in advance. Up to three reservations at a time can be held by any group. A user may only reserve one room at a time.
- When not reserved in advance, study rooms and telehealth pods are available for walk-in use on a first-come first-served basis.
- The requesting user must remain present for the duration of the reservation. If the person reserving the room is more than 15 minutes late, the reservation will be cancelled.

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ADA COMMUNITY LIBRARY MEETING AND STUDY ROOM POLICIES

- Vacated rooms are considered abandoned after 15 minutes and may be assigned to another individual or group.
- Individuals requesting a room must be 13 years of age or older.
- Users must check in and out at a service desk when using a room.
- The number of people in a room must not exceed the posted limit.
- Study room and telehealth pod windows may not be obstructed or obscured.
- Rooms should be returned to their original state after use. Cleaning costs necessitated by the use of the room and/or damage to the room or any equipment in the room will be the responsibility of those using the room, or in the case of a minor, a parent or guardian.