

## El Dorado County Library Meeting Room Rules and Procedures

For and in consideration of the permission herein granted for the use of a County meeting room, the user accepts the following obligations:

- All meetings must be free and open to the public
- Meetings must be held when County staff are present in the building.
- Staff are not available to supervise, nor help with any non-County activities or meetings.
- Meetings may be booked no more than six months in advance
- Meeting rooms are booked on a first come, first served basis, and are subject to cancellation if the space is needed for a County use or activity. A library card and identification is required.
- Adequate time must be booked to allow for set up and clean up. Room set up and take down is the responsibility of the group using the facility. Furniture and equipment must be returned to its original position. There will be an actual cost charged for any cleaning required beyond normal daily cleaning as billed to the County.
- Groups may not tack anything to walls or doors, or use any type of adhesive that will mar the wall surface.
- Children's groups must be sponsored and adequately chaperoned by adults (1 adult/15 children).
- At no time may the front doors of the building be propped open.
- Groups must bring and operate their own electronic or other equipment.
- The County is not responsible for theft or damage to property brought into a meeting.
- No smoking inside the facility or within 20 feet of any door, window, or ventilation intake.
- No excessive noise – noise level shall not disturb regular County activities
- Upon adequate notice and for adequate reasons, the County reserves the right to revoke permission to use County meeting rooms.