

# Meeting Spaces at Throckmorton Library

(Updated 16 October 2023)

As a community service, the John L. Throckmorton Library offers meeting spaces for use by community members.

- The large meeting room allows for presentation of informational, educational, or recreational meetings in keeping with the library's mission. Library sponsored and co-sponsored programs have priority over all other room reservations.
- There are four (4) individual collaboration spaces designed for small, interactive groups up to five (5) people for a maximum of four (4) hours per day.

## Reserve a Room:

- These spaces are reserved on a first come, first served basis.
- The reserving party must have an active library account which can be created prior to using any meeting space.
- This reservation agreement must be acknowledged and signed before use of the meeting space.
- Because of the high volume of requests received, spaces can be reserved no more than **30 days** in advance of the needed date.
- **Reservations will not be accepted for a series of meetings that designate the library as a regular meeting place.**

## Applicant Responsibilities:

- Reservation requests must include the responsible party's name and phone number.
- Please check in with a library staff member upon arrival before using the collaboration space.
- The party reserving library spaces must be 18 years or older and will remain in the room for the duration of time, assuming all responsibility for any damage to equipment or furniture.
- Dry erase markers/cleaner can be requested at the library's public service desk.
- Before leaving, the reserving party must ensure the room is orderly, furniture returned to its original set-up, whiteboards cleaned, trash and all materials removed.
- At the end of each meeting, the responsible person will notify the staff member at the service desk when they are done with the room and how many participants were in the room.
- Fort Liberty Directorate of Emergency Services establish capacity for the rooms. Groups are responsible for ensuring that meeting attendance does not exceed the posted room capacity.
- All meetings must end 15 minutes before the library closes.
- If you have not arrived within 10 minutes of your reserved time, your reservation may be cancelled and the space utilized by another user.
- Library spaces will be closed at 6:45 p.m. on Monday, Tuesday, Wednesday, and Thursday; and 3:45 p.m. on Friday and Saturday.

## Guidelines:

- There will be no food in any meeting space; covered drinks with a lid are acceptable.
- Furniture may not be moved in or out of the rooms.
- Materials may not be attached to walls, windows, doors, or furnishings.
- No group should consider the library its permanent meeting place.
- Library staff must always have free access to the meeting spaces, therefore, no entry or EXIT door may be locked or barred.
- Collaboration spaces are not soundproof; conversations should be kept at a respectable volume and headphones used with devices.
- No admission fees or funds of any kind may be solicited or collected at the library. Sale of products or services is not permitted. Failure to comply with this policy can result in loss of privileges and further actions from the Garrison Commander.

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Signature, Responsible Party

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Date