



## Procedure for Reserving the Community Meeting Room

The Douglas County Public Library provides meeting rooms free of charge to groups or organizations. A meeting room is maintained at both the Main Library in Minden and the Branch Library at Lake Tahoe.

- Reservations are taken on a first-come, first-served basis when rooms are available.
  - The rooms are only available when the library is open to the public.
  - A meeting room application/agreement must be completed and submitted with specific dates and times that the room will be needed.
    - The application must be signed by an authorized representative of the group and submitted at least one week prior to event.
    - Requests should include anticipated time to set up, conduct meeting, and clean up (include starting and ending times).
    - If the requested dates and times are available and your application is accepted, your group will be scheduled into the requested meeting room.
  - No commercial use may be made of the meeting rooms except for public service programs approved by the Library Director. No fee may be charged and no goods or services presented or sold.
  - Private meetings cannot be accommodated. Library staff and volunteers have access to the meeting rooms and associated storage areas at all times. (All exceptions must be approved by the Library Director)
  - Library staff is not available to help with room set up or take down.
  - The room must be left in the condition in which it was found.
  - You will be given a copy of the Community Meeting Room Policy (eff. 1/1/19) and are subject to all provisions thereof. We ask that you make yourself familiar with it and keep it handy for easy reference.
  - Rooms are scheduled for recurring use in 6 month increments within a calendar year. In the fall of each year a letter, the application/agreement form, policy, and procedures documents will be sent to recurring users. Those users are required to re-submit the application/agreement form before the end of the initial 6-month period (reminder letters will not be sent mid-year).
  - For further questions or information, please call the Minden Library at (775) 782-9841.
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