

7.005 USE OF CONFERENCE ROOMS

The Conference Rooms are provided primarily for use by as many as six persons for the purpose of group work or study. Patrons under the age of 13 must be accompanied by an adult.

Groups may reserve a Conference Room up to one week in advance by contacting the Second Floor Reception Desk. One reservation per day per group may be made.

Use by groups is permitted for two hours and may be extended until such time as another group (not an individual) wishes to use the room. When another group is waiting, a 15-minute notice to vacate will be given to the group using the room.

An individual, age 13 or over, may use a Conference Room if one is available at the time of the on-site inquiry. Reservations are not permitted. Use is permitted for one hour and may be extended until such time as another group or individual wishes to use the room. When another group or individual is waiting, a 15-minute notice to vacate will be given to the individual using the room.

If both a group and an individual are waiting, preference is given to the group.