

## Rules for Use

1. All use of library meeting rooms must be approved by the library manager. The Library reserves the right to determine which room will best accommodate each group's needs, and assign room accordingly.
2. Groups reserving a meeting room in advance must consist of at least 5 individuals. Maximum attendance is determined by the local fire code as well as space and parking limitations. All those reserving or using a meeting room must fill out a written application.
3. Meeting rooms are available for public use when the library is open, but must be vacated 15 minutes prior to the scheduled time of closing. (Monday-Thursday @ 7:45; Friday, Saturday @ 4:45). The library manager or designee may terminate a meeting in progress for exceeding time limits, for violating this or any other library policy or in the case of an emergency.
4. All groups utilizing a meeting room will be required to sign an agreement. The individual signing the agreement must be an adult, and is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable. Young children accompanying adult users of the meeting room shall not be left unattended in the library. Minors are not permitted to use meeting rooms without adult supervision.
5. Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given. Meetings planned as commercial endeavors or to advertise products or services are prohibited.



# Meeting Room Booking Rules



Rotary Club of Slave Lake  
Public Library

**The Library Staff / Program Centre May  
be Booked for your upcoming  
meetings.**

**Available Monday-Thursday 4:00pm-  
7:45pm & Saturdays 10:00am-4:45pm**

**Must sign up at the circulation desk.**

**Must place \$40 cash deposit.**

**(NO CREDIT CARDS OR DEBIT ACCEPTED)**

**Kitchen, TV, Whiteboard, Laptop, Video  
game system and more are available for  
use.**

**Absolutely no children left alone.**

**Maximum 20 adults**

**Occupants must clean area after use**

**Occupants must sign user agreement**



**Please follow the instructions. Why?**

- To allow everyone to enjoy the library and meeting room without disturbance
- To allow safety for everyone
- To allow the meeting room and equipment to be kept in working order
- To make sure everyone is treated fairly
- To allow the best service
- To allow for a quiet and pleasant Experience

**PLEASE TURN OVER &  
READ FINE PRINT**