

Meeting Room Rules of Use

Audio Visual Equipment

A/V equipment is available at the circulation desk. Please ask staff for assistance, if needed.

Code of Conduct

- Adult supervision is required when children are using the room.
- Meeting must conclude and facilities vacated prior to the library closing.
- Anything left in the meeting room after use is not the responsibility of the library and will be discarded.
- West Florida Public Libraries reserves the right to have a staff member present at any event held in the library.

Decorations

Free standing decorations are allowed. Nothing may be attached to walls, doors, windows, etc.

Food and Drink

Light refreshments are permitted. No alcoholic beverages are allowed.

Occupancy

Attendance at functions in meeting rooms is limited to the maximum safe occupancy for the room requested.

Setup and Breakdown

Groups are responsible for setting up tables, chairs and other equipment. Meeting room facilities must be returned to their original arrangement and condition, and all electronics must be returned to the circulation desk, if applicable. Lights and equipment are to be turned off.

Smoking

Smoking or the use of tobacco products, including electronic cigarettes, is prohibited in all library facilities.

Abuse of the facilities, violation of the meeting room policy or failure to comply with the decorum consistent with the library's Patron Behavior Policy may result in denial of future applications for use.

View the complete meeting room policy at mywfpl.com/meeting-room-policy.

