



Westerling Board Room Use Policy

PURPOSE

The Cornelius Public Library provides a Board Room for groups of up to 14 people during the hours the Library is open to the public. Electrical outlets and a whiteboard are provided in the room, and wireless internet is available throughout the building. When not in use for Library sponsored events, the room is available to the public for use, which is subject to the rules below.

RULES

- The room is free to use.
- This room is kept locked when not in use to secure the technology inside.
- Use of the room is limited to reservations only—no walk-ins.
- Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study rooms.
- Board Room doors must remain unlocked at all times while in use.
- Library staff will have access to the board room at all times.
- Personal items left in Board Room are the responsibility of the owner; the library is not liable for any loss or damage.
- Board Room users must abide by the Library “Rules of Behavior Policy” and “Food and Drink Policy.”
- Report to staff any issues or concerns with the furniture or equipment in the Board Room.
- The room must be vacated promptly at the end of the reservation.
- Individuals or groups who reserve the Board Room may not use any library or city logo in their advertising nor market the gathering as a library sponsored program.
- Library staff are empowered to enforce these rules. Permission to use library meeting rooms may be withheld or withdrawn from individuals or groups failing to comply with Library rules and policies.

RESERVATIONS

- The Board Room may be reserved for periods of four hours or less and up to 90 days in advance and no less than 3 days in advance.
- Users and groups are limited to two reservations per month.
- The Board Room may be reserved online using the Library’s meeting room reservation system.



- All reservations must be confirmed by designated library staff via email.

USER RESPONSIBILITIES

In consideration for the use of the Board Room, each user agrees that they are responsible for and will pay for all damage to any property of the City of Cornelius resulting directly or indirectly from the use of the room or the conduct of the users.

Approved by the Library Advisory Board 08/07/2025; by City Council 10/06/2025