



Westerling Board Room Use Policy

PURPOSE

The Cornelius Public Library provides a Board Room for groups of four to ten people during the hours the Library is open to the public. Electrical outlets, whiteboards, a Smart TV and telephone are provided in the room and wireless internet is available throughout the building. When not in use for Library activities, the room is available to the public for use which is subject to the rules below.

RULES

- There is no fee for use of this room.
- This room is kept locked 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.
- Library staff will have access to the Board Rooms at all times. Users are not to lock the door.
- The library is not responsible for theft of or damage to possessions left in the Board Room.
- Board room users must abide by the Library [“Rules of Behavior Policy”](#) and [“Food and Drink Policy.”](#)
- The room and furnishings must be left in their original condition.
- The room must be vacated promptly at the end of the reservation.
- The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the Board Room.
- 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 Permission to use library meeting rooms may be withheld or withdrawn from individuals or groups failing to comply with Library rules and policies.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 24 hours in advance.
- Users are limited to two reservations per month.
- The Board Room may be reserved online using the Library’s meeting room reservation system; however, all reservations must be confirmed by designated library staff.



USER RESPONSIBILITIES

In consideration for the use of the Board Room, each user agrees that he/she is 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 11/07/19; by City Council 12/10/19.