

MEETING AND TECHNOLOGY ROOM
POLICY

Updated October 27, 2015

The East Grand Forks Campbell Library Meeting Room, Technology Room, Story Hour Room and Study Rooms are available for a fee.

A Library Card is required for all reservations.

Any of the Library's or City's equipment to be used during a meeting, must be scheduled in advance and availability confirmed.

Fees

Up to 4 hours	\$50
Over 4 hours	\$100
Opening the Library before regular hours	\$15 (additional) Prior approval
Closing the Library after regular hours	\$15 (additional) Prior approval

Group Designations That May be Eligible for a Fee Waiver

- Non-profit or government organizations Must have an EIN #
- Partnership Programming
- Significant Community Impact—Determined by the Library Board
(Fee Waiver application to Board a month before meeting)

*An additional fee will be charged if the group's use results in necessary repair to Library furnishings or equipment or if excessive clean up is required. This fee is at the discretion of the Library Director.

Groups are responsible for discipline and leaving the facilities in clean condition and good repair. A supervising adult is to be present for groups of children and young adults. The library cannot be responsible for storing material for groups using the room.

Reservations can be made for use of any room at the Circulation Desk or by phoning the library. Soon available online at www.egflibrary.org

The Library Board and staff reserve the right to refuse the use of any meeting room to any group or individual.