

Policy Supplement for Abbott Room

1. All rules set forth in the ***Belfast Free Library Meeting Room General Policy*** apply to the Abbott Room.
2. **Occupancy Limits:** Abbott Room occupancy is limited to no more than 100 people seated or 140 people standing.(Fire Code)
3. **Time Limits:** The room may be reserved in blocks of 1 hour up to 8 hours at the discretion of Library staff scheduling the event. Time may be limited depending on the Library schedule or the schedule of other events.
4. A rental fee of \$20 per hour is charged if admission is charged for the event.
5. If any part of the event occurs outside regular library hours, a fee of \$25 for opening and/or \$25 for lock-up is charged.
6. **Food and Drink:** Food and nonalcoholic beverages are permitted. Food and drink must not be taken outside the room.
7. **Technology:** Training in advance on the video projection system is required for persons wishing to use that equipment.
8. People must use their own Zoom accounts for Zoom meetings that they are hosting.

Approved by the Trustees of the Belfast Free Library—September 26, 2023