

Third Floor Conference Room Policy

1. All rules set forth in the ***Belfast Free Library Meeting Room General Policy*** apply to the Third Floor Conference Room.
2. **Occupancy Limits:** Third Floor Conference Room occupancy is limited to no more than 25 people.
3. The room is available for quiet meetings and only during the library's regular open hours.
4. **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.
5. A rental fee of \$10 per hour is charged if admission is charged for the event.
6. **Food and Drink:** Food and nonalcoholic beverages are permitted. Food and drink must not be taken outside the room.
7. Persons who do not leave the Conference Room at the scheduled time may forfeit the privilege of using the room again.

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