Meeting Room Terms of Use Agreement
CDPL Board of Trustees welcomes the use of its meeting rooms by responsible organizations. Rooms are provided to accomplish the mission of encouraging the love of reading and learning in our community. The Board reserves the right to review and/or deny any request for use of the meeting rooms.

- Meeting room access begins at library opening and ends 30 minutes prior to library closing. NO exceptions or early access granted.
- An adult 18 years of age or older to reserve a room and supervise all meetings.
- Alcoholic beverages prohibited.
- Smoking, candles, open flame, flammable, combustible or smoldering decorations, smoke or fog generating equipment or apparatus are prohibited.
- Payment must be made in full before gaining access to reserved meeting room.
- You cannot charge admission, gather donations or sell/promote anything.
- Decorations are not to be placed on walls or suspended from ceiling.
- Litter must be picked up and put in waste cans, floor cleaned, tables wiped clean, and tables and chairs in place according to chart provided.
- Groups/individuals using the meeting rooms are required to abide by the rules governing the use of the library and meeting rooms as well as all applicable federal, state, county and city ordinances, rules and regulations.
- Groups/individuals cannot hold the library liable for any claims or actions.
- Groups/individual must strictly abide by approved room reservation time slot for access to and departure from room or may incur a $25 charge.
- Group and/or organization activities are confined to the assigned room and do not exceed the posted room capacity; activities or play are not allowed in the hallways.
- Groups/individuals who requested the reservation must accept responsibility and agree to pay the library for any damages to the room and/or equipment which may occur during use of the meeting rooms.
- No meeting shall cause undue interference with the operation of the library.
- Library personnel have free access to enter any meeting room at any time.
- The Library does not provide utensils or items such as cups, plates, napkins etc.

I have read and understand these conditions [CONTINUE]

I do not wish to continue [RETURN TO CDPL WEBSITE]