

CASCADE PUBLIC LIBRARY



Conference Room & Study Room Policy

The Cascade Public Library provides resources in a wide variety of formats to meet the informational, educational, recreational, and cultural needs of the community it serves. The purpose of the Conference Room and Study Room Policy is to provide a safe and pleasant environment for all community members that use these rooms. It also ensures the protection of the room equipment, and the facility.

The Cascade Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use."

The fact that an organization is permitted to utilize the conference rooms or study rooms at the library does not constitute an endorsement of the organization's beliefs by the library, staff, or Board of Trustees.

The primary use of the conference room and the study rooms is to provide space for small groups and/or individuals to meet and work.

Reservations

- Reservations of the conference room and study rooms are allowed by contacting the library.
- The conference room and study rooms are available for use on a walk-in basis if not already reserved.
- Patrons must be 13 or older to use the conference or study rooms without an adult present.
- A reservation will be forfeited if the room is unused for 15 minutes after the reservation time.

- Library staff should be notified of conference room or study room cancellations at least 30 minutes in advance by contacting the library.
- The Library Code of Conduct Policy must be followed when using the conference or study rooms. Failure to abide by the Code of Conduct policy may result in library staff requesting the user to leave the library.

By the Cascade Public Library Board of Trustees

Adopted: 10/6/26

Reviewed:

Revised:



Kathryn Balster,

President Cascade Public Library

Board of Trustees