

BRYAN + COLLEGE STATION PUBLIC LIBRARY SYSTEM

Policy: MEETING ROOM – SERVING REFRESHMENTS

Your public library system enjoys the opportunity to provide an attractive meeting room for free use by community groups. If you are serving refreshments please notify the library staff if anything is spilled on the carpet. There is a spot cleaner for carpeting available for your use.

Refreshments must be confined to the meeting room; please do not permit your participants to carry food out of the auditorium. At the Bryan Library, please limit your refreshments to the vinyl tile area.

No kitchen facilities are available. Refreshments should be simple and easy to manage. All drinks must be non-alcoholic.

You are expected to clear the tables and chairs of crumbs, decorations, literature, etc.

Please remove your trash from the meeting room.

You are required to participate in an inspection of the meeting room after your group exits. A cleaning charge will be assessed if refreshments have damaged the carpet or the furnishings.

SIGNATURE OF PERSON REPRESENTING GROUP:

INSPECTION REPORT

GROUP REPRESENTATIVE: _____

LIBRARIAN: _____

MEETING ROOM CONDITION: (CIRCLE ONE) OK NOT OK

DESCRIPTION OF CONDITION _____

DATE: _____