

Small Meeting Room Reservation Guidelines Kelowna Library

- Kelowna Branch has **2** bookable Small Meeting Rooms.
- Small Meeting Rooms are free of charge and can be booked as follows:
 - one booking (maximum **4** hours) a day, no extensions
 - for a maximum of **3** uses per week by the same person or group
 - for a **total maximum** of **6** current bookings per person or group
 - bookable up to two months in advance
- **Rooms are as is and include the following:**
 - AV equipment: TV screen, camera, speaker, HDMI cord
 - White board with dry-erase markers and eraser
 - Tables and chairs
- Small Meeting Rooms are intended for individual or group use. Small Meeting Rooms can have up to **12 people maximum**.
- Commercial and for-profit groups are welcome to use the Small Meeting Rooms, but **solicitation or selling** of products or services **is prohibited**. **Individuals must not be charged to attend** events running in the Small Meeting Rooms.*
- Bookings are **forfeited 15 minutes after** the scheduled start time.
- If during a booking the room is left vacant for more than 15 minutes, the booking is forfeited.
- Small Meeting Rooms are **available only during library open hours**. No set up will be allowed prior to opening.
- The library is not responsible for any items left in the Small Meeting Rooms. Since the rooms are not locked please ensure valuables are not left unattended.

*Kelowna Library has spaces available for rent, which can be used to run for-fee events. Please contact the library for details.