

Small Meeting Room Reservation Guidelines

Vernon Library

- Vernon Branch has **2** bookable Small Meeting Rooms – the Study Room and the Okanagan Room
- Small Meeting Rooms are free of charge and can be booked as follows:
 - one booking (maximum **4** hours) a day, no extensions allowed
 - 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.** No office supplies (paper, markers, etc.), A/V equipment or additional furnishings are provided.
- Small Meeting Rooms are intended for individual or group use.
 - Okanagan Room – capacity 18
 - Study Room – capacity 6
- 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 cannot be locked, please ensure valuables are not left unattended.

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