

## **Meeting & Conference Room Use**

As a service to the community, we provide meeting room space in the Oakdale, Park Grove (Cottage Grove), and Wildwood (Mahtomedi) libraries. In addition, conference rooms are available in the Hardwood Creek (Forest Lake), Oakdale, R. H. Stafford (Woodbury), and Rosalie E. Wahl (Lake Elmo) libraries.

### **Who may use the meeting/conference room?**

Meeting and/or conference room space is provided in some libraries and may be used by groups or individuals for meetings other than those where commercial business would be transacted including direct sales of goods or services. Exceptions to this restriction may be granted by the Library Director. Requests for exceptions must be submitted to the Library Director in writing thirty days in advance. Reservations for space are preferred and are without charge.

*Library Board Policy, October 2005*

The meeting/conference rooms are available "...on an equitable basis, regardless of beliefs and affiliations of individuals or groups requesting their use."

*American Library Association Library Bill of Rights, 1980*

### **How do I reserve the meeting or conference room?**

Call, fax or stop by the Information Desk at the Library where you would like to reserve a room. In addition to the date and time of use, library staff will ask you for the following information:

**your organization's name,  
a contact name,  
a contact phone number,  
an estimated number of people who will attend,**

Reservations are taken on a first come, first served basis. The library reserves the right to limit frequency of use for any one group or individual.

### **When are the meeting or conference rooms available?**

Rooms are available for use during library open hours. Ask staff for the Library hours or call the Hours Line 651-275-8525 anytime. Scheduled use must take place within 15 minutes after the reserved time or the room may be made available to others. If not reserved, the rooms may be used on a walk-in basis.

### **What furniture and/or equipment are available?**

Rooms are equipped with tables and chairs. Assistive devices for the disabled are not available and should be provided by the individual or group using the meeting space.

### **Are refreshments allowed in the room?**

Beverages and light snack foods are allowed. Trash must be placed in wastebaskets.

### **What are my responsibilities?**

Individuals and groups are responsible for clean up and returning the room to the original seating arrangement prior to leaving, and for any damage to the room or its contents. For safety, a supervising adult must accompany children or young people under the age of 18. Alcoholic beverages and smoking are not allowed in any area of the Library. The Library may not be used as a place of business, nor as an address or headquarters for any individual or group.

### **What else do I need to know?**

The Library does not endorse any individual or group using the meeting/conference room. The Library is not responsible for accidents, injury, or loss of individual property while you are using the meeting or conference room. Inquiries concerning a scheduled program or meeting, which cannot be answered by Library staff, will be referred to the person reserving the room.

#### **Contact one of the following libraries to request a room:**

	<b>Voice:</b>	<b>Fax:</b>
<b>Hardwood Creek (Forest Lake)</b>	<b>651-275-7300</b>	<b>651-275-7301</b>
<ul style="list-style-type: none"><li>• 2 conference rooms – each seats 10 people</li><li>• 1 conference room - seats 17 people</li></ul>		
<b>Oakdale</b>	<b>651-730-0504</b>	<b>651-275-8591</b>
<ul style="list-style-type: none"><li>• 1 meeting room – seats 65 people</li></ul>		
<b>Park Grove (Cottage Grove)</b>	<b>651-459-2040</b>	<b>651-275-8581</b>
<ul style="list-style-type: none"><li>• 1 meeting room – seats 75 people</li></ul>		
<b>R.H. Stafford (Woodbury)</b>	<b>651-731-1320</b>	<b>651-275-8562</b>
<ul style="list-style-type: none"><li>• 2 conference rooms – each seats 12 people</li></ul>		
<b>Rosalie E. Wahl (Lake Elmo)</b>	<b>651-777-7415</b>	<b>651-777-7416</b>
<ul style="list-style-type: none"><li>• 1 conference room – seats 8 people</li></ul>		
<b>Wildwood (Mahtomedi)</b>	<b>651-426-2042</b>	<b>651-275-8541</b>
<ul style="list-style-type: none"><li>• 1 meeting room – seats 50 people</li></ul>		