

## **FOREST-JACKSON PUBLIC LIBRARY MEETING ROOM PROCEDURES**

1. The projector mounted on the ceiling can only be used with prior permission.
2. The coffee pots may be used. Please clean and unplug when finished.
3. The popcorn popper may **NOT** be used.
4. Please **do not use the Library's supply** of coffee, sugar, creamer, paper products, etc.
5. No pets are allowed in the meeting room.
6. A \$25 fee must be paid in order to set up or tear down the day before or after your event. Please remember that the room may be rented the day after your event. All food and decorations must be removed the day of your event.
7. Additional tables are stored in the kitchen under the counter and in the closet with the chairs.
8. Before leaving, wipe down tables and countertops with wet dishrag. Dishrags and towels can be found in the bottom drawer opposite the sink. Dirty towels can be left in the blue tub located under the coffee pots.
9. Sweep the floors and mop as needed.
10. Bag all trash. Bagged trash can be put in the dumpster behind the library ramp & post office. Fill trash cans with a fresh bag. Bags are located under the kitchen sink.
11. If the Library is closed, please use the covered entrance. The main library entrance should only be used in the case of an emergency or for a handicapped entrance. If the doors are used, please make sure they are locked before you leave.
12. Before leaving, lower thermostat to 65 degrees in the winter or set the air conditioner at 75 degrees in the summer. All lights should be shut off with the exception of the fluorescent light over the sink in the kitchen area and the hallway light near the bathrooms. The outside light at the kitchen entrance should be left on. The switch is on the inside to the right of the door.
13. Make sure door is locked upon leaving. Return key to the Library on the next business day and the \$25 deposit will be returned.

Questions? Library phone # 419-273-2400  
Afterhours: Call Karen Moore 419-273-2678