#### ASHE COUNTY PUBLIC LIBRARY MEETING ROOM GUIDELINES: FALL 2021

The library is currently accepting reservations for community meetings, study groups, etc. for the following rooms. Please call 336.846.2056, email <u>ashereference@arlibrary.org</u>, or visit the information desk on the upper level of the library to request a room reservation. Please review the guidelines below prior to contacting the library to ensure current availability will meet your group's needs.

## **AVAILABLE ROOMS**

Conference Room

Capacity: 4

This room is appropriate for committee or small board meetings or for group study. The room features a single table with seating for up to four people.

### Board Room

Capacity: 10

This room is appropriate for medium-sized committee or board meetings. The room features a single conference table with seating for up to ten people.

### **Community Room**

Capacity 50 with chairs; 48 with tables and chairs

This multipurpose room is appropriate for various types of meetings or programs that require a large space. The room features 6-foot tables and stacking chairs that can be configured in a variety of ways. A laptop and projection screen are available by request; requests must be made at the time of the reservation request.

# **GUIDELINES**

- Reservations may not be made more than 45 days in advance, and each organization is limited to two reservations per 30-day period.
- The person who reserves a meeting room must check in with an adult services librarian prior to accessing the room and check out with an adult services librarian prior to leaving the library. They will be asked to verify the name of the group and the number of people in attendance.

