

Leonard Room Policy South Yarmouth Library

The Yarmouth Town Library welcomes all groups to use the Leonard Room. Leonard Room is a meeting room on the lower level of the South Yarmouth Library with seating capacity for 75 people. It is accessible via an indoor elevator.

The room is equipped with a podium, an older projector and projection screen, smart TV with cables, and three long tables and chairs. There is a library laptop that can work with most presentation file formats. Typically, speakers provide a PowerPoint on thumb drive (as back-up) and bring their own laptops to hook up to the smart TV, via HDMI or VGA cable (provided).

The Leonard Room is available for use during the hours the library is open, except by special permission. In order for the room to be available to all, we ask that it not be reserved by any one group on a regular basis, except by special permission. Library meetings and Town of Yarmouth meetings and programs take precedence over other use of the Leonard Room.

Non-profit groups are welcome to use the room for free. The room can also be reserved for personal use or for-profit businesses for a fee of **\$25.00** per hour. For-profit businesses include tutors who are being compensated for their work in any way. Tutors who are volunteering their time may use the room for free.

Meetings must end 15 minutes before the library closes, to allow time for clean-up, etc. Any group that continues its activity beyond the agreed-upon scheduled time is charged \$25.00 for each hour thereafter, at the discretion of the Library.

A deposit of \$10 is due with the completed application. The balance is due on or before the date of the event. Checks should be made payable to the Town of Yarmouth. We do not accept cash. Donations from non-profit groups are welcome (make donation checks payable to the Yarmouth Town Libraries).

In allocating the use of meeting rooms, the Board of Trustees, the Director, and library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

Approved by the Yarmouth Town Library Board
February 14, 2019