

FLAGLER BEACH LIBRARY “READING ROOM” USE POLICY

Given our limited space, and giving preference to City Residents above all others, the Reading Room at the Library may be used for Clubs, Groups and Gatherings under the following conditions:

- There may be no entry charge or other fees for any gathering.
- The room will remain open during the duration of the event/gathering for its normal use (collections housed within room, reading or study as Patrons desire). The **ONLY** exception to this will be **Story Time**, which will be a **Closed Event** once it begins, meaning there will be no entry to room during the duration of the event.)
- Group/ Event must be pre-scheduled with Library staff.
- The Group/ Event must be such that any Citizen can join in (unless maximum capacity has been reached).
- Groups/Events must understand no food or drinks are allowed in the Library.
- All Groups/Events will be subject to a cleaning fee of \$50 should cleaning service be required after using the room.

Because the room is not a “Private” space, use of the room shall be limited to activities of a Community nature and will exclude Groups/Events, which cannot take place within these rules.