

# Rules for use of Community Room

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1. The Community room may be reserved by a not-for-profit, non-commercial group of at least three individuals engaged in an educational, cultural, intellectual, or civic activity.
2. The Community Room may not be used for commercial purposes. A group or customer using the Community Room may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
3. Arklow Library provides this facility free of charge, but does not provide staff to change furniture arrangements for meetings.
4. If the furniture is rearranged for the purposes of a meeting please return the room to its original layout before leaving the premises.
5. Please take care when handling the PC and digital equipment. People using the Community Room may be liable for any damage caused to equipment.
6. Library staff can provide additional chairs if required.
7. If you are playing a video with audio please close the door so as not to disturb other library users.
8. Please be punctual starting and finishing your meeting so that the next group is not delayed starting their meeting.
9. The Community Room must be booked with staff members before use.
10. Anyone using the Community Room must completely vacate the room at least 15 minutes before the Library's closing time.
11. The doors must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.