



Room Reservation Terms and Conditions

To ensure optimum enjoyment of these facilities by all, everyone using them must adhere to the following regulations. Failure to do so may result in the suspension of room reservation privileges.

- Users may not enter the room until the reservation begins and should leave when the reservation ends.
- The Library is not responsible for items left in the room. Please make arrangements to secure your belongings if you need to leave during your reservation.
- All users are expected to adhere to the [Library Code of Conduct](#) while using a room.
- Light snacks, bagged lunches, and non-alcoholic beverages permitted.
- Handouts with a profit-making organization's name, logo, or trademark (except for business cards) may only be distributed in the room. We do not allow activities intended for business solicitation, sales leads, or other commercial, for-profit, or revenue-generating purposes.
- Smoking is not allowed on any part of Library property.
- The room must be left neat, clean, and orderly.
- The following disclaimer should be announced at the beginning of all meetings: "The use of this facility in no way implies or suggests sponsorship or endorsement of this program by the Winter Park Library."

The Library Director and/or the Board of Trustees is authorized to deny permission to use Library rooms to any person or group if:

- They are disorderly or violate the [Library Code of Conduct](#).
- The anticipated meeting is likely to be unreasonably disruptive to routine Library functions.
- It is too large for the applicable room capacity.

The Library Director and/or the Board of Trustees may determine whether any proposed use of a room will necessitate a police detail or other extraordinary security. If the Library determines that additional security is necessary, the person/group/organization seeking to reserve the room will be required to pay the Library, in advance of the meeting, the anticipated sum of the police protection. In making these determinations, the Director and/or Board of Trustees may take into consideration:

- The history of the group's room use and/or behavior in the Library
- Any information deemed appropriate to consult with local law enforcement