

GENERAL POLICY FOR USE OF LIBRARY AUDITORIUM

The Library auditorium has a seating capacity of 100 people auditorium style. The normal setup of the room is auditorium style. There will be a fee for setups other than auditorium style.

The Library *may allow* 15 minutes of set-up time at the beginning of the rental time if available. (This does not include rentals at 10:00am, Monday through Friday, or 9:00am on Saturdays.)

To permit maximum utilization of the auditorium the following general policies have been established:

1. Assignment of the facility is on a first come, first serve basis with priority given to Library or City of Oak Ridge sponsored events.
2. The completed application and rental fees must be received at the Library Director's offices at least 48 hours prior to the scheduled use.
3. Applicant assumes responsibility for the orderly and proper use of the facility, and for any damages that may occur.
4. Applicant will not permit the use of the auditorium by groups larger than the stated capacity of 100 people auditorium style. (The capacity of the room is based on the number of tables and chairs or combination of both. This number is also based on fire code regulations.)
5. Food and drink are not permitted in the Library, except upon request in the auditorium. A small kitchenette facility is also available for a fee; if requested and paid for at the time of application is made for use of the facility. Refreshments are not allowed outside of the auditorium.
6. If food or drinks are served, all tables, chairs and floor must be left clean. All tables should be covered when food is being served. The tables must be protected from damage.
7. The business office and business telephones are for official City of Oak Ridge business purposes only.
8. Absolutely no tape is allowed on painted walls, ceilings, or wood. Any decorations must be taken down at the conclusion of the event.
9. No candles or open flames are allowed. No dried flower arrangements are allowed for decoration. (This is based on fire code regulations.)
10. The City of Oak Ridge or the Oak Ridge Public Library are not responsible for any lost, stolen, or damaged property occurring at or during the use of this facility.
11. The applicant or the Library may initiate cancellations, without liability, 48 hours prior to scheduled occupancy. The only exception would be weather or building conditions that force scheduled activities to be cancelled or building to be closed.
12. **The Library Auditorium must be vacated by 8:45pm on Monday through Thursday evenings. It must be vacated by 5:45pm on Friday and Saturday. Rentals times are scheduled to end at 8:45 and 5:45, respectively on these days.**