

## Other Library Services

### Business Services

- Sending/Receiving Fax \$0.25 per page (No international faxes!)
- Black/white printing or photocopies -- \$.10 per page
- Color printing or photocopies -- \$0.50 per page
- Paper cutter and 3-hole punch -- available for public use

### Computers

Use of the computers is free. Computers are available to the public on a first-come, first-serve basis. Use is limited to 30 minutes when other patrons are waiting. Patrons must sign a Computer/Internet Usage Form or have a current form on file prior to use. Forms are available at the circulation desk. Users cannot save or download files to the computers, but can save files to an external device.

**\*\* No illegal activities or viewing of obscene materials will be tolerated. \*\***

### Meeting Room

The Library Meeting room is available for public use during regular library hours. Patrons may check for availability in person or by phone, but the room will not be reserved until the deposits have been made. All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit. This room is not available for parties.

### Reservation Procedures

- Advance reservations must be made at the Library no later than one week in advance.  
In order for a reservation to be confirmed, the appropriate form must be completed and the fees deposited at the library.
- All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit.
- All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to the facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
- Please use caution and be very careful not to spill anything. If an accident occurs, please notify the Library Staff immediately.
- An organization may not reserve the room more than once each calendar week, unless authorized by the Library Director.
- Limited kitchen facilities are available.
- No food is allowed in the library unless it is being served in the Meeting Room, and it will then be consumed only in that room.

- The library is an alcohol, drug, tobacco, and e-cigarette free area.
- Use of electrical or other equipment must conform to normal fire and safety standards. Library Staff must approve electrical equipment brought in by a group.
- Library Staff will give a 10-minute warning prior to closing.
- Cancellation Policy
- The agency or staff member responsible for scheduling the program is required to contact the library 24 hours prior to the scheduled event notifying them of the cancellation so that the use fee may be refunded. Use fees for no-shows will not be refunded.

The library will not reserve the meeting room for:

- Groups charging admission
- Activities likely to disturb regular library functions
- Parties of any type
- Partisan political activity

Any group denied use of the meeting room may appeal to the FOTPL for reconsideration by submitting a written request including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for review of the request.