

### Small Conference Room Use Policy

In order to keep the small conference room available to as many people as possible, some limitations on how many times in a week a patron or group can reserve the room is needed. A person or group can use a conference room for a maximum of two sessions a week with each session lasting no more than 4 hours, plus they can book an additional one session each month lasting no more than 8 hours. The room is available on a first come first serve basis and may not be booked more than a week in advance.