



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414
Phone (304) 420-4587 Fax (304) 420-4589
[Http://parkersburg.lib.wv.us](http://parkersburg.lib.wv.us)

Meeting Room Policy

The following conference rooms are available free of charge:

- **Summer's Auditorium** (Seats 50-60 comfortably, 75 maximum)
- **Board Room** (Seats 16)
- **Small Conference Room** (Seats 4-5)

Reservations may be made by calling 420-4587 Monday through Friday between 9a.m. and 5p.m. or in person at the Library.

The Following rules apply:

- Library programs shall have priority for use of facilities.
- The Library reserves the right to move your group to another room for space purposes.
- Only non-profit groups can use meeting rooms. Any other group wishing to use the rooms must be approved by the Director.
- No fees can be charged and nothing can be sold. Training sessions for selling cannot be scheduled.
- No showers or parties may be scheduled.
- Use of meeting rooms scheduled on a first-come, first-served basis.
- A group may schedule 6-12 months in advance, but will not be able to schedule an indefinite number of meetings (i.e. every first Wednesday).
- Food and drink is allowed in the Meeting rooms, but group must clean up after themselves (cannot have food delivered to Library – i.e. pizza delivered, or have alcoholic beverages).
- No smoking in the Library.
- We will set up rooms in advance of meetings if requested ahead of time.
- No meetings will be scheduled to begin before or after Library hours unless approved by the Library Director. All meetings should end 15 minutes before Library closing.
- Please let us know if the meeting is OPEN or CLOSED to the public.
- Meetings should be scheduled at least one week in advance.
- Please record the number of attendees on the Room Reservation Form in room.
- The Library doesn't endorse or support the beliefs or actions of any groups or individuals that use the meeting rooms.

Each room is equipped with a wall mounted marker board, Television and VCR. The following equipment is also available for use in rooms (may be checked out), but the group is responsible for replacing damaged equipment.

- DVD Player
- Multimedia Projector
- Overhead Projector
- Slide Projector
- Lectern
- Coffee maker and supplies (donation of 25¢ per cup)