

RIVIERA BEACH PUBLIC LIBRARY

600 West Blue Heron Blvd.
Telephone: 561-845-4195

Riviera Beach, FL 33404
Fax: 561-881-7308

APPLICATION FOR USE OF LIBRARY CONFERENCE ROOM

The Library conference room is available primarily for library sponsored and city related programs. These will include a regular schedule of programs for children, teens and adults, Library Board meetings and City departmental trainings. **First priority in use of the conference room will always belong to the library sponsored and other City related activities.**

Local cultural, educational and civic groups are welcome to use the conference room for special meetings. **The conference room may not be reserved on a regularly scheduled basis except in case of programs with the library.** Reservations for use of the library conference room must be made in advance with the Library Director.

The following rules and regulations must be observed:

- No admission or collections may be taken and no items sold except by special permission of the Director and the Library Advisory board.
- Attendance must be open to the public. Attendance is limited to 80 persons by fire and safety regulations.
- No food or drink may be served without prior permission of the Library Director.
- No smoking/vaping/electronic cigarettes are permitted at any time.
- Organizations holding meetings must assume responsibility for leaving the room in an orderly condition and for damage and abuse to the room or its contents.
- Organizations may make use of equipment held in each room; the library does not guarantee access to library equipment or technical support to operate it. Parties should prepare accordingly if electronic equipment is required as part of their presentation.
- The Library Director is authorized to deny the use of the room for activities which are incompatible with the need of library users needing a quiet space, and to any group which is disorderly or violates these regulations.
- The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.
- The conference room/training room is available Monday and Friday, 9:00am until 5:45pm; Tuesday through Thursday, 9:00am until 7:45pm; and Saturday, 10:00am until 4:45pm.

RIVIERA BEACH, FLORIDA... "THE BEST WATERFRONT CITY IN WHICH TO LIVE, WORK & PLAY"

