

## Free Meeting Room Booking Hours:

Monday-Friday 10:00am-7:45pm

Saturday-Sunday 10:00am-4:45pm



### Free Meeting Room Guidelines

- There are 3 meeting rooms available for free booking :

**Room A –15 people maximum**  
*(Limited availability due to programming)*

**Room B –6 people maximum**

**Room C –6 People maximum**

- Meeting rooms are not pre-bookable. Room bookings will not be accepted by phone.
- Maximum occupancy guidelines will be strictly adhered to.
- Additional seating for groups larger than 6 will not be available or provided.
- Meeting rooms can be booked by visiting the Second Floor Service Desk in person during open hours.
- Patrons must show a valid library membership in order to book a free meeting room. Free memberships are available at both Public Service Desks.
- Bookings are available for up to a maximum of 4 hours daily per person or group depending on availability (extensions granted when possible).
- For an organization or club, the booking must specify name and purpose, as well as provide a contact person with a library card responsible for the booking.
- Room bookings are made solely on a first come, first serve basis. No wait list for bookings will be maintained.
- Users may not book a different room under their own name or the name of someone else in their groups in order to extend the daily booking allowance.
- Based on availability users may renew their current booking 1/2 hour prior to the scheduled end of their booked time.

- Please check in at the Second Floor Service Desk before and after using one of the meeting rooms. Those using the rooms without checking in first may be asked to leave.
- The library has **free WiFi** Internet that is accessible anywhere in the library, including study rooms. Network name is **WBRL\_Rooms** and the password is **WBRL\_Rooms**.
- The library will **not** provide storage for meeting room users, and therefore will not lock the rooms in a user's absence. **The room must be occupied for the entire length for which it has been reserved.** Leaving the room unattended more than 15 minutes will forfeit the reservation. Staff will remove personal items from the room and place them in the Lost and Found.
- Please enter and exit the meeting rooms quietly. These rooms are not intended for noise producing activities (such as music, dance or physical activities or video recording).
- The meeting rooms are not soundproofed so please use reasonable volume when conversing inside. Also, please be aware that meeting rooms are not silent spaces and you may hear voices from the room next door. Quiet study carrels are available for a quieter solo studying experience.
- Meeting room space must remain visible to staff
- The library (including meeting rooms) is a scent aware facility.