

MEETING ROOMS

The Milford Public Library has two small meeting rooms available for those age 12 and older. Individuals wanting to use the room should speak with the Reference Department staff.

General Meeting Room Use

- All general rules and regulations of the library regarding behavior and facility usage apply. Users violating these rules and regulations may be asked to vacate the room and/or leave the library and have library privileges suspended or revoked.
- Meeting Room use is limited to civic, educational, or business-related meetings, and/or class use. Parties and social gatherings are not an appropriate use of the facility.
- Granting use of the library's facilities does not imply endorsement by the library of the group, the meeting, or the content of the meeting.
- Meeting rooms are available only during Library public hours. Room usage must conclude on time.
- Users are responsible for providing their own equipment. The library does have some equipment available to be shared among all rooms. Please speak with staff to reserve.
- If special accommodations are needed, such as changes to lighting, furniture, etc., please speak with staff.
- Library meeting rooms are not soundproof. Room users should be conscientious of the volume of voices and electronic equipment to avoid disturbing others.
- Nothing may be attached to the room walls, windows, or doors without prior approval of the library staff.
- Users must adhere to room capacity guidelines.
- Any publicity or marketing materials for group meetings that include the Milford Public Library name and/or address as the meeting location must include the following disclaimer: "This event is not sponsored by the Milford Public Library." Use of any library phone numbers or library staff email as a contact is prohibited.
- Any room left unattended for longer than 30 minutes will be assumed vacated, at which time Library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the Library's Lost and Found. The library assumes no responsibility for the loss or damage of personal items.

Reservation Guidelines

- Room reservations are for two-hour time slots per day. Additional time may be granted if there is no one waiting / no other reservations.
- Rooms must be left in the same condition / set-up as found. Users should plan for this within their two-hour booking slot.
- Rooms may be booked up to one month in advance.
- Meeting rooms may be booked up to 3 times in one calendar month.

- Walk-ins are welcome pending availability. This can be outside of the allotted reservations per month, however, the limit of two hours per day still applies.
- Meeting rooms are not intended to be the regular meeting site of any group or organization. Individuals representing the same organization are asked to adhere to our reservation limits.
- Local organizations, whose mission aligns with and furthers the mission of the library, may be given approval to use the rooms more frequently.
- The person under whose name the reservation is made is responsible for any damages incurred during the use of the room.
- No group may assign or transfer their reservation to another group.
- Room reservation cancellations should be made as soon as possible. Reservations will be canceled if the cardholder fails to claim the room reservation (“no-show”) within 30 minutes. Repeated failure to claim reservations may result in the loss of the individual’s privilege of reserving a room in the future.

Room / Equipment Available

Meeting Room 1

20’x 10”

Capacity: 8

Meeting Room 2

20’ x 11”

Capacity: 10

Local History Room

The Local History Room is only available for those undertaking scholarly research or exploring local history. Those wishing to use/reserve this room must contact the Library Reference Department.

Equipment available:

White Board, dry erase marker and eraser