

FINDLAY - HANCOCK COUNTY

PUBLIC LIBRARY

FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY TUTOR/SMALL MEETING ROOM POLICY

The Tutor/Small Meeting Rooms of the Findlay-Hancock County Public Library are available to individuals or groups whose primary purpose is non-profit, civic, cultural or educational, when the rooms are not being used for library-related activities.

Room Descriptions

- The Tutor-Small Meeting Rooms are located in the library's lower level and are accessible by elevator.
- Each room has a table and chairs and an electrical outlet. Wi-Fi connections are available throughout the library.

Guidelines for Use

- Tutor/Small Meeting room keys are available at the Reference Desk.
- Advance reservations are available, but not required.
 - Tutor/Small Meeting Room space may be reserved by contacting the Reference Desk in person or at 419-422-1737
 - Reservations may be made up to one week in advance
 - The room may be reserved for up to a 2-hour time block each day, with the option to extend for an additional hour if no one is waiting to use the room.
 - Room reservations may not begin prior to library opening time and must conclude by 15 minutes prior to library closing time.
- Rooms may only be signed out by a patron at least 18 years of age.
- Food and beverages, with the exception of capped bottled water, are not permitted in the Tutor/Small Meeting Rooms.
- Room capacity is limited to 2 persons for rooms 1 & 2, and 4 persons for room 3.