

AFTER HOURS USE OF COMMUNITY ROOM

Library staff will lock the exterior doors of the library at normal closing time.

Therefore, in addition to the general “MEETING ROOM EXPECTATIONS” document outlining the responsibilities of groups using the Caulkins Community Room, the following is expected of those using the community room after library hours.

1. Your meeting must be prior to normal closing time OR a group representative must be at the library prior to closing time to allow access to the building.
2. You may post a group representative at an exterior library door to allow meeting participants to enter. Exterior doors should never be left propped open.
3. Before exiting the meeting room, please make sure that all AV equipment has been turned off:
 - Turn off the projector if it has been used. Please leave the cords plugged into the outlets.
 - Turn off the audio equipment in the storage closet.
4. Upon exiting the building the responsible party must ensure that all exit doors are secure. This includes the two community room emergency exit doors AND the three exterior lobby doors.
 - Test the door closures by pushing on the frame of the door from the inside to ensure they have latched closed.
 - Double-check the door from which you exit by testing it from the outside.
5. If you experience a problem securing the doors, do not hesitate to call or text :
 - 641-990-4481 Marilyn Kennett, Library Director
 - 641-990-5162 Monique Shore, Technical Administrator

THANK YOU!

Adherence to these rules will ensure continued use of the facility
by your group and others.