

The meeting room at Yancey County Public Library is available to support library programs and services, promote community engagement, and provide space for public meetings and events.

#### Eligibility:

- Library-sponsored programs have first priority.
- The room may be reserved by non-profit groups, civic organizations, educational institutions, and government entities with prior approval.
- Private events are booked based on the discretion of the staff.

#### Reservation Guidelines:

- Reservations must be made at least 48 hours in advance and no more than 3 months in advance.
- Meeting Room is available during library hours only.
- A designated adult (18+) must complete the reservation form and be present for the entire meeting.
- Groups may use the meeting room up to 2 times per month.

#### Rules for Use:

- No admission fees or sales may occur without prior approval.
- The room must be left clean and in its original condition.
- Food and non-alcoholic beverages are permitted with prior approval.
- Users are responsible for any damage or additional cleaning costs.

Cancellations:

- Please notify the library at least 24 hours in advance if canceling.
- Repeated cancellations or no-shows may result in loss of room privileges.

Disclaimer:

Use of the meeting room does not imply library endorsement of the group or its activities.

For Further Guidelines regarding YC policy on meeting rooms:

Refer to Facilities Use agreement

Contact:

To reserve the room or for more information, please visit

[www.yanceycountync.gov/library](http://www.yanceycountync.gov/library)