

Use of Conference Room

When not scheduled for library programs, the Round Lake Library Malta Branch conference room is available to the public under the following conditions:

1. The conference room is available for use during the normal operating hours of library.
2. The individual reserving and using the room must have a valid library card from either the Southern Adirondack Library System or the Mohawk Valley Library System and be in good standing.
3. The conference room maybe reserved by an individual or group in advance as follows:

Individuals may reserve the conference room up to 2 weeks in advance

Groups may reserve the conference room up to 2 months in advance

4. The conference room maybe reserved in the following time increments:

Individuals may reserve a single one-hour block at a time

*If room is not reserved for the next hour an individual may request another hour

Groups may reserve up to a 3-hour time block

Senior staff or the Library Director may approve special requests for longer time periods.

To reserve the conference room please sign up at the circulation desk or call the library at 682-2495.

Adopted by the Board of Trustees 2010
Revised 4/8/2014