

Meeting Room Public Use Agreement

Please read the Facilities Use Policy, User Rights and Responsibilities Policy, and agree to the statements below to reserve and use one of Blue Earth County Library's meeting rooms.

Guidelines

All meeting rooms are booked on a first-come, first-served basis. Library and County activities will be given precedence.

Bookings may be made up to six months in advance of meeting dates.

Rooms are available during regular operating hours.

Meeting rooms may be reserved by the same person or group up to 2 times in a calendar month. The Library does not automatically book recurring meetings.

Fees may be updated as directed by the Library Board. Check website for latest details.

Cancellations: The Library should be notified 48 hours in advance of a cancellation. Failure to do so may result in the group being charged the original fee for the use of the room.

Gambling activities are not permitted. This includes games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.

Individuals must be 18 years of age or older to reserve a space.

The following may not be used: No candles or flames of any kind. No confetti or glitter. No hanging things on windows or walls.

The library may not be used to store equipment, materials, or supplies.

Publicity: The library name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Blue Earth County Library may not be used as the official address or headquarters of any organization.

Cleaning: Normal vacuuming, cleaning, and trash removal are provided. If the room requires substantial cleaning after a meeting, the contact person will be charged at the rate established by the Blue Earth County Library.

See the specific meeting room details found on website about furniture available in specific locations.