

BRECKENRIDGE ROOM USE GUIDELINES

**This space is shared between the Library and the Active Adult Center,
with many different individuals and groups utilizing the room.**

SHARED SPACES MEANS SHARED RESPONSIBILITY

**We wish to curate a welcoming and inclusive atmosphere.
Respect towards other patrons and staff is paramount.**

Keep the space neat and tidy-

- No food is allowed in the room unless the Library or the Active Adult Center chooses to host an event and serve food
- Clean up any garbage and personal items when you exit
- If your group chooses to move furniture from the diagram below it is your group's responsibility to move furniture back
- If you need the blinds adjusted, please ask staff to move them

Start and finish groups on time-

- Make sure your group exits the room by your scheduled end time so other groups scheduled to use the room after you can utilize the space as well

Staff reserves the right to add additional guidelines.

***Failure to adhere to the above guidelines will result in loss of room privileges.**