

Use of Library Computer Labs by Outside Groups

The Library's computer labs are available for use by companies and organizations. The rooms are not available to businesses for the purpose of offering classes to the public for a fee, only for staff training.

Since the rooms are also used for Library-sponsored classes for staff and the public, outside groups may not book the rooms for more than two (2) consecutive days in a week nor may they reserve the rooms more than six (6) weeks in advance. The labs are only available during the libraries' hours of operation. The organization will be financially responsible for damages to the equipment, reasonable wear and tear excepted.

A library staff member must install any special software and uninstall it once the session is over. If a group has a need of this type, there will be a charge of \$100 per hour with a minimum of two hours (\$200).