



## Meeting Room Use Overview

All organizations or persons [requesting](#) use of a meeting room must read and understand the guidelines outlined in the [meeting room policy](#). In addition, reservations are required to secure scheduling.

### **Ames Room:**

The Ames Room is our large meeting space and is available year-round for booking. Priority is given to library staff, board of trustees, and Friends of the Mystic & Noank Library. This room is designated as the main space for library programming. Thus availability is limited, and reservations are required.

Community members may request to use the Ames Room for programs that may be of interest to a broader audience. It is important to note that the views and opinions expressed by presenters or meeting hosts do not necessarily reflect the views or positions of the Mystic & Noank Library.

### **Activity Room:**

The Activity Room is available for booking for smaller meetings. Priority is given to library programming and groups of two or more.

The procedure for booking the Activity Room is the same as the Ames Room.

Approved on: 11/29/2022

Revised: 10/24/2023

Mystic & Noank Library Board of Trustees