

Madera County Library Galloway Room

Conditions for Usage

Rules

- Reservations are required. You may call or come in to place reservations. You may only reserve the room up to 3 months in advance.
- First Come, First Served. Please tell us **as soon as possible** if you wish to cancel. There is no penalty for cancellation.
- The capacity of the Galloway Room is 112 people. Please don't exceed this number. We have seating only for 64.
- A large projection screen is available. Contact a staff person in advance if you need to use it.
- Please be courteous to the next group by not going over your requested time slot.
- No Smoking and No Alcoholic Beverages allowed.
- There are no cooking facilities, but food brought in may be served.
- Do not leave any food in the refrigerator or on the counter or stored in the cabinets.
- You are responsible for setting up and taking down the tables and chairs according to the photos posted that show how they are to be stacked and where they are to be in the room.
- You are responsible for cleaning the tables and chairs and kitchen after usage. Please bring your own cleaning materials.
- You are responsible for turning off all the lights and fans, and making sure the doors are securely closed.
- You will be charged accordingly if we have to clean up after you and to any damage done to Madera County property.
- Groups under the age of 18 must have adult supervision at all times.
- Emergency numbers are posted in the room and in the hallway to the bathrooms.
- Please use those contact numbers after hours if there is a problem otherwise notify the staff on duty as soon as possible.
- The Library has the right to refuse access to the Galloway Room if these conditions are not met.
- Occasionally, rescheduling is necessary. We will make every effort if accommodations need to be made.

Fees

The fee is \$25.00 per usage of the room. The fee is waived for Non-profit organizations and County Departments.

Keys

A key to the 5th Street entrance is available. You will be charged \$10.00 deposit fee which is non-refundable if you do not return the key. No one other than the person or organization who signed for the key is allowed to use it.

Agreement

I agree to the conditions: _____ Date: _____

Name: _____ Contact number: _____

Organization: _____ Non-Profit: _____ Profit: _____

Reservation date(s): _____