

# Farmington Public Library

## RESERVE A ROOM

### Community Room

**Seated capacity: 30**

**Board Room: 12**

**Classroom: 16**

The Farmington Public Library has a free public meeting room available.

- Meetings must be open and free to the public. Social events such as family parties and showers are not allowed in the meeting room.
- A community room reservation request may be made in person or by phone prior to the date of the event, but may not be requested more than 90 days in advance.
- Light refreshments are allowed.
- The person reserving the room is responsible for seeing that the area is left clean.
- The community room has AV options available on request.

The Study Room may be reserved once per day for a maximum of 3 hours.

- Study room reservations should be made in person or by phone up to 30 days in advance. If the room has not been reserved, it will be available on a first come, first serve basis.
- Patrons with study room reservations must check in and out with Library Staff. Reservations may be cancelled if patron does not check in 30 minutes after start time or leaves the room unattended for 30 minutes.
- Study room must be left clean. Drinks with lids are allowed.

### Study Room

**Group Study capacity:**

**4 to 6**

