

Clayton Story Room Rules

Purpose:

- The Story Room is open to the public to use as a meeting space for organizations, businesses, or groups on a first-come, first-served basis.

Booking:

- Groups of four (4) to twenty (20) people may book the Story Room. The room's max capacity if using the tables for seating is twelve (12)
- Room may be booked up to three (3) months in advance.
- Room is limited to four (4) uses per month and one (1) use per week.
- There is a required one-hour minimum and no maximum time limit.
- Groups may not be booked for multiple sessions under different names.
- Applicants must be at least 16 years of age.
- The room is available for use during open library hours only.
- Individuals may apply for the use of a room by speaking to library staff at the Information Desk or calling 925-673-0659

General Rules:

- It is the responsibility of the applicant to read, understand, and agree to comply with all rules related to use of the Story Room.
- Groups or individuals that fail to follow guidelines described herein are subject to immediate dismissal from room.
- Applicants must be at least 16 years of age and must agree to be responsible for the condition of the room.
- If the applicant does not arrive on time for their reservation, the room may be made available to another group 15 minutes after the reservation time.
- To Cancel a booking, applicants can call the Clayton Library at 925-673-0659 or speak to library staff in person.
- Applicants who have more than one no-show may be restricted in booking the room in advance.
- Cleaning responsibilities: wipe off tables and chairs, place trash in receptacles provided, erase whiteboard, and leave floors clean. Reservation hours must include time for all preparation and cleanup.
- The room must be vacated fifteen (15) minutes before the library closes.
- At least four (4) and no more than twenty (20) people may use the room at any one time. If tables are in use for seating then no more than twelve (12) people may occupy the room.
- The door must be closed when the room is in use. The applicant must always be in the room while it is in use and must close the door when they leave the room.

- Use may not conflict with normal library operations, with library-sponsored or related activities, and may not disturb normal library services [Library Patron Conduct](#) and [Meeting Room Use](#) Policies apply.
- Advertising, petitions, solicitations, or sales are prohibited.
- Light snacks (i.e. crackers, chips, etc.) and covered drinks are allowed in the Story room. Full meals, heating elements, etc. are **not** allowed.
- Use of nails, tacks, scotch tape, staples, etc., is strictly prohibited. Only painter's tape may be used to attach items to the walls.
- The room will be inspected after each use and the responsible party will be billed for any extraordinary cleaning costs or repairs incurred.

Equipment:

- Two tables that measure 36" x 72" and 20 stacking chairs
- Electrical Outlets.
- One 4' x 8' wall mounted dry erase board which is surrounded by a tackable surface
- The room's air conditioning system can **only** be adjusted by staff. Please ask staff for assistance if the room is not comfortable.