Meeting Room

The library offers free use of the meeting room for meetings and programs that serve an educational, cultural, civic or recreational purpose. Meetings and programs must be free and open to the public and scheduled during open hours. The meeting room is intended for specific events rather than for regularly scheduled, ongoing meetings.

If you're interested in reserving the meeting room, please read the Meeting Room Regulations. If your group meets the requirements, please fill out the Meeting Room Request Form online, scan a downloadable form, or drop by the library to fill out a form in person. If the library director or staff approve the request, you will be contacted by phone or email.

Additional information about the room:

The meeting room is 17' x 19'. The conference tables are 6 1/2' x 4' each and are usually arranged side by side to create one large table of 6 1/2' x 8'. Eight to ten people will comfortably fit around the large table, and 46 people is the maximum allowed in the room (standing room only). The furniture may be rearranged and additional chairs may be added as long as the furniture is returned to the original arrangement at the end of the meeting or program.

Refreshments are allowed. There is a small sink and counter, coffee pot, and electric tea kettle.

Available equipment includes a digital computer projector, laptop computer, slide projector, overhead projector, 16 mm film projector, conference telephone (requires 24-hour notice to set up), and video conference equipment (requires 3- or 7-day advanced notice, depending on connection type). There is also a projector screen and a white board in the room.

Outside Library Hours

Spaces in the library may be used for events and meetings during hours when the library is not open on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

Supporting Documents

After-Hours Facility Use Agreement
Facility Use Policy & Meeting Room Regulations
Meeting Room Request printable form

Web Links

Meeting Room Request: Online

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