

Connestee Conference Room

Room Use Guidelines

The Transylvania County Library makes the Connestee Falls Conference Room available to community groups, organizations, and businesses as part of the Library's mission to support the educational, cultural and civic activities of the community.

Connestee Conference Room

- The Connestee Room is located on the Library's second floor, near the stairwell and elevator.
- Use of the room is free of charge.
- The maximum attendance for any meeting is 15.
- The room is available Monday through Friday, during regular library hours only.

Accessing the Room

- Reservations for room use may be made in advance by calling the NC Room Desk, (828) 884-3151 x5.
- If the room has not been previously reserved, it will be available on a first-come, first-served basis.
- No one may reserve the room for the same date and time on a continual basis.

Using the Room

- The room may not be used for any activities likely to disturb Library functions.
- Activities held within the room must be confined to the conference room; room reservations do not include spaces outside the room.
- After use, the room should be left clean and in the same condition and configuration as it was at the start of use.
- The Connestee Room features two large whiteboards. Dry erase markers are available at the NC Room Desk.
- Do not tape, pin or otherwise attach signs, banners or any other materials to any wall, whiteboard, or other surface.
- The library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises.

Permission to use the room is granted based on adherence to policies and procedures; it does not indicate an endorsement, partnership or other support by the Library or by Transylvania County Government. All Library and County policies, including the Library Code of Conduct and the Safe Child Policy apply when using the room. This includes, but is not limited to, the following prohibited behaviors:

- Excessive noise or mess
- Soliciting, proselytizing, canvassing library patrons, or selling of any kind.
- Any activity that is disruptive or interferes with others' ability to use the library.

Groups and individuals failing to comply with these guidelines, or other established policies/procedures of the Library or County, may be denied further use of the room.