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Meeting Rooms

Our Meeting Room Policy has been updated. **Please note the following changes** effective April 6, 2026:

By placing a reservation request, you are confirming that you have read and agree to follow the updated **Meeting Room Policy.**

- There are no fees for use of the meeting rooms, with the exception of the Community Room.
- **All** individuals and organizations, including non-profits, are now required to provide a **$100 refundable deposit** for use of the Community Room.
- For those with recurring reservations, deposits may be held and applied toward future bookings.
- Deposits **must be submitted within five (5) business days of placing a reservation**, or the reservation **will be forfeited**.
- Verified non-profit organizations will continue to be exempt from the $40/hour rental fee.
- For all other users, **rental fees are due at least two (2) business days prior** to the scheduled reservation.
- Room use may not include the sale of items or services.
- All meeting room requests will be made through this website. If you need assistance, please call 920-545-2321.