



Reception Guidelines

Receptions must to be held during regular Library hours.

The Gallery Committee must receive a 'letter of intent' via email to [**gdb178@gmail.com**](mailto:gdb178@gmail.com) listing:

- 3 dates/times from which to approve reception
- Type of reception
- Food to be served
- No alcoholic beverages permitted

The artist will be notified of the date/time at which the reception can be held.

No alcoholic beverages may be served.

Food must be contained to the two tables in the Rotunda. The tables must be covered.

The kitchen facilities downstairs and the service area in the Staff Workroom upstairs are not available for use.

The artist may advertise the reception to the public via poster. You must approve poster copy by emailing it to Georgene Betterbed: [**gdb178@gmail.com**](mailto:gdb178@gmail.com).

All trash from the reception must be removed by the artist.

The Library Staff on duty can only be involved with Library operations and cannot assist with the actual event.