

Solon Public Library **Virtual Meeting Room Policy**

About the Virtual Meeting Room

The Library provides community members and non-profit organizations the opportunity to host virtual meetings through the Library's Zoom account.

Reservation Process

Interested individuals or groups can complete an application for the virtual meeting room online or in-person.

- *This is an application only, Library staff will contact you to confirm your reservation within seven (7) business days.*
- **Library programs receive first consideration in scheduling.**
- Reservations are made on a first come, first served basis.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.

Fees

This is a free service provided to Library patrons.

User Responsibility

- User must have a device (computer is best) with a webcam and microphone, and internet access.
- User must have the ability to operate the Zoom meeting independently.
- User must join the Zoom meeting 10 minutes early.
- Notify the Library in a timely manner to schedule, reschedule, or cancel meeting.