

FORBES LIBRARY - HOSMER GALLERY GUIDELINES FOR ARTIST RECEPTIONS

**PLEASE KEEP IN MIND WHILE ENJOYING YOUR FUNCTION, THAT THIS IS A
LIBRARY AND PATRONS ARE HERE TO STUDY AND READ QUIETLY.**

FOOD & DRINK

- White wine is the only alcoholic beverage allowed
- Only neat finger food is allowed (nothing crumbly or messy)
- Food must remain in function area, not walked about in the library

GUESTS

- Please be aware that fire codes limit the number of people that legally can be in any one area of the library at a time and plan accordingly (staff will tell you what that number is for each area).
- Remind parents to supervise their children so other library patrons are not disturbed.

TIMING

- Receptions must take place during normal open hours, and planned to end at least 30 minutes before closing. Schedule your reception with the Arts & Music Librarian to make sure there are no conflicts with the date and time you want, before sending any invitations.
- Begin cleaning up and putting away food 30 minutes before closing. All library patrons including artists and guests must be out by closing time, because the library's budget does not allow for staff to stay late.

based on Rules for Public Functions Within the Library, Trustees 9/8/03