

SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA
WASHOE COUNTY



Washoe County Law Library
Meeting Room Use Policy

The meeting rooms provided by the Washoe County Law Library are prioritized for Law Library and Court-related programs. They may be reserved or used by other individuals for legal-related matters when not otherwise reserved or in use.

By submitting a room reservation request, users agree to abide by all applicable laws and Law Library policies.

1. The Law Library staff is responsible for scheduling meetings in the meeting rooms.
2. Reservations and use of meeting rooms for non-Court staff must occur within posted operating hours of the Law Library, unless pre-approved by the Law Librarian.
3. The videoconference rooms are designated for attorneys and the public to attend videoconferences on legal-related matters. While videoconference use is prioritized, the rooms are available for small meetings or quiet study when not otherwise in use.
4. The videoconference rooms are reserved for the Lawyer in the Library programs; no other reservations will be scheduled during these times.
5. Recurring reservations are not available for non-Court staff. Exceptions must be approved by the Law Librarian.
6. Room reservations should be canceled as soon as possible if the space is no longer needed.
7. The user is responsible for keeping the room clean and restoring the room and furniture to its original setup. Failure to clean up will result in loss of room-use privileges.
8. Personal items are not to be left unattended. The Law Library is not responsible for items left behind, lost, or stolen.

APPROVED: 09/07/2022 by the Law Library Board of Trustees