

GOSHEN PUBLIC LIBRARY & HISTORICAL SOCIETY MEETING ROOMS

The Goshen Public Library & Historical Society (the “Library”) provides three public gathering spaces intended to be commercial free spaces where individuals may come together to learn and exchange information and ideas. The use of the meeting rooms is governed by the Library’s [Meeting Room Policy](#).

Additional information is provided below to help determine if the space will meet your needs.

- Please note that Library personnel will meet with you to discuss your needs and help determine if the space is appropriate for your needs (see contact information on the [Reservation Form](#)).
- You should plan to arrive no later than 15 minutes prior to the start of your event to test AV equipment and light settings.
- Library personnel do not staff meeting rooms during your event.
- Library personnel are unable to accept food or other deliveries on your behalf.

Room One: Pomares Community Room, First floor (30’ x 48’ in size)

100 person capacity

Projection screen & projector

Podium & microphone

- Use of kitchenette sink and countertop is available for prep work only.
- No food or beverage trays should be placed directly on the historic Library Desk.
- Tables used for serving food or beverages should be protected with tablecloths.
- No kitchenware, serving utensils, trays, or perishable supplies are provided.
- It is your responsibility to wipe the tables clean of spills and debris.
- It is your responsibility to gather and dispose of all trash in the outside bin located just outside the rear exit door of the Pomares Community Room.

The meeting room may be configured into one of three seating arrangements. The requested seating arrangement will be set up by Library personnel prior to the meeting. Library personnel may not be available to implement last minute changes to the requested seating arrangement.

The three options for the Pomares Community Room are described and pictured below:

Option One: Classroom style of up to 10 tables, each table seating two persons



Option two: Presentation (auditorium) style: seating up to 100



Option three: Conference Room Square of up to ten tables with twenty seats (two per table)



Room Two: Small Meeting Room A, First floor (10'.2"x 17'9" in size)

8 person capacity

1 rectangle table

8 chairs

1 wall mounted monitor

Covered drinks are permitted. Food is not permitted in the Meeting Room.

Room Three: Small Meeting Room B, Second floor (19' x 11' in size)

10 person capacity

1 rectangle table

8 chairs (will accommodate 10 when needed)

1 wall mounted monitor

Covered drinks are permitted. Food is not permitted in the Meeting Room.