

Greater Clarks Hill Regional Libraries Meeting Room Policy

General Guidelines

1. Certain specified meeting rooms at the GCHRL Libraries are available for Library sponsored programs and for legitimate public meetings, to include those of an educational, cultural, religious, political or civic nature. The Library does not discriminate against persons or groups on the basis of race, sex, color, creed, age, religion, or national origin.
2. All functions held in the Library's meeting rooms must be freely open to the general public. No rental fees may be charged, but registration fees or materials charges (such as may be required for craft workshops) are permitted with advanced approval of the Library manager.
3. Meetings must be on a non-profit basis. No solicitations are to be made, and no activities are to be made for commercial purposes. Private parties such as showers, birthday parties, and sorority or fraternity parties are not permitted.
4. Any group's use of the meeting room does not constitute the Library's endorsement of that group's policies or beliefs.
5. The Library manager reserves the right to review any and all requests for use of the Library Meeting Room and may reject any which the manager deems unsuitable.
6. Meetings, events, programs, or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

7. The Library in no way serves as the sponsor of public groups which use its facilities, with the exception of the Friends of the Library. The Library's address may not be given out as the address for the group, nor should the Library's telephone number be provided as a source to contact about the group or its meetings, other than to verify a meeting place or time.

8. Library staff may not page persons who are attending a function in its public meeting room, nor may the public use the Library's business telephones. A courtesy phone is available in the lobby of the Library.
9. Meetings should be scheduled to end and disband 15 minutes before the Library's closing time.
10. The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library.
11. The Library reserves the right to deny future access to Library facilities if a group fails to comply with all policies.
12. Home Owner Associations are not allowed to reserve the meeting room when managed by a paid third party.

Reservations and Fees

13. Library sponsored activities receive priority over all other groups. In any conflict of scheduling, the Library's activities will prevail. If the Library must change a meeting, the person in charge will be notified.
14. Meeting rooms must be booked in advance and can be reserved up to 2 months in advance. Requests are taken on a first come, first served basis. No group may use the room more than two times per month. Groups desiring to use the room on a regular basis must request the room for each individual meeting or event, but the Library cannot guarantee that a room will be available on a long term basis.
15. A deposit of \$25, to recover cleaning and other associated costs, is held for the use of the meeting room if food and drink will be served.

16. Reservations for the meeting room may be made at the Reference Desk.

17. Room bookings can also be made over the telephone, however, the group's leader or individual representing the group must come to the Library at least one day in advance of the scheduled meeting to sign an agreement indicating he/she has read and understands the policy. Contact information about the organization is also requested at this time. A new policy should be signed whenever the group leadership changes.

18. The individual booking the room must be at least 18 years of age. A person who is at least 18 years of age must be present while the room is in use. Adults must supervise children at all times.

19. The leader of the organization or a designated member should fill in the Meeting Room Attendance slip and leave it on a table in the reserved room.

20. The Reference Desk must be notified 24 hours in advance if the meeting is cancelled so the room can be made available to other groups. In the event of 3 no-shows, the group or organization will not be allowed to reserve the meeting room.

Set Up, Maintenance, and Equipment

21. The Meeting room is designed to accommodate groups of 10 to 40 people. Exceptions will be made for those with special needs.

22. Library staff is not available to assist in any way during set up or use of meeting rooms.

23. The Library is not responsible for providing any special equipment for a group's use. Groups are welcome to bring their own a/v equipment.

24. The group using the facilities must accept full responsibility for leaving the room in the same condition as it was found. Groups are responsible for removing all trash and materials brought into the room by their group. The Library does not store materials for groups.

25. The room will be inspected by a Library staff member before and after use by the group, and any damage will be reported. Any damage to Library property or the cost of any necessary cleaning, if needed, will be the responsibility of the group or of the person who signed the application for use of the meeting room.

AGREEMENT

I have read and understand the *Meeting Room Policy of GCHRL Libraries*. I will make this information available to other members of my group who may be in charge of future meetings. At such time as another individual is in charge of the meeting room or in the event this policy is mislaid, I hereby assume the responsibility of requesting that the Library provide a new policy statement and authorization form to the appropriate member. I understand that I will be held financially responsible for any damage incurred or excessive clean up required as the result of my organization's use of the meeting room.

Greater Clarks Hill Regional Library System: Evans, EC, HAR, BCO, LCO, WCO

Organization: _____

Leader's Name: _____

Library Card Number: _____

Address:

Phone number: _____

Email Address: _____

Signature of Responsible Party

DATE