

South Georgia Regional Library Meeting Room Policy Scheduling Guidelines

Resolution #11-5-09

1. The use of the Library meeting rooms will be limited to meetings of non-profit, non-partisan groups for which no admission charge is made and at which no items or services are promoted or sold. Non-profit organizations are those engaged in intellectual, charitable, civic, cultural, educational and /or recreational activities. Groups with church or political affiliation may conduct business meetings; however, religious services and partisan political uses are not permitted. Meeting rooms may NOT be used by individuals seeking political office, except for candidates participating in a “candidates’ night” sponsored by a non-profit group to which all candidates for a particular office or issue have been invited. Rooms are NOT available for use by individuals to promote self interest, or for private parties (e.g. birthdays, reunions, showers). Meeting rooms may NOT be used by for-profit groups, companies, organizations or individuals. Only South Georgia Regional Library and Friends of South Georgia Regional Library may use the meeting rooms for fundraising activities.
 2. Monday through Friday, meetings conducted at the library BRANCHES must be scheduled to begin no earlier than one-half hour before the Library opens and end when the Library closes. On Saturdays and Sundays, meetings must be held during regular library service hours. Meetings held at the MAIN Library may be held during closed hours as long as the group requesting the library has a good history of using the meeting rooms. A meeting room application must be completed before use of any meeting room is authorized. (See #4 below). Registration at least seven days in advance may be required. Bookings are not considered confirmed until the completed application form is received. The blank application forms may be accepted by fax. There is no charge for using Library meeting rooms.
 3. Meeting rooms are available on a first-come, first-served basis. Groups can schedule meetings up to three (3) months in advance. Cancellations should be made as soon as possible in order to make the room available for others. The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room reassignment based upon the size of the group. Bookings will be limited to once each month per group.
 4. A representative of the group requesting to use a Library meeting room will be required to submit an application form in advance to provide the Library with needed information. Individuals booking the meeting room must be at least twenty-one (21) years of age and an adult, age 21 or older, must be present during the entire use of the facility by the group. The signatory on the application accepts responsibility for assuring that no alcoholic beverages or controlled substances are brought into the Library.
- Notices posted in the Library or submitted to the media announcing the meeting must first be approved by the Library Manager or his/her designee.
5. The Library provides a limited number of tables and chairs for use in the meeting rooms. Groups should specify the quantity needed at the time of booking. Some equipment items are available and may be requested on the application form. The Library assumes no responsibility for equipment failure and resultant damages to patron property. Special arrangements may be made to use the meeting room kitchen. Clean up of the room is expected and required.
 6. Meetings held in the Library meeting rooms must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to normal Library operations. The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using the meeting rooms either by vandalism, neglect, abusive action or other use in violation of the stated purposes of this policy at the Library’s discretion. The signed application form assigns responsibility for loss or damages to the room or other library property to the signatory of the application. Further, the signature also denotes that the group and designated responsible individual agree to indemnify and hold harmless the South Georgia Regional Library Board of Trustees and its members, employees and agents from any claims and liability arising out of or related to the use of the facilities. If requested, the signer must provide a Certificate of Liability Insurance on behalf of the group before the meeting date.

Appendix: Applications for meeting room use

Adopted by the Board of Trustees 11-19-09; effective 12-01-09.