

# South Georgia Regional Library System

## Policy, Guidelines and Procedures for Public Use Of Library Meeting Rooms

(adopted May 9<sup>th</sup>, 2013 by the South Georgia Regional Library Board of Trustees)

You must familiarize yourself with these *Policy, Guidelines and Procedures for Public Use of Library Meeting Rooms* prior to reserving and using the Library's meeting rooms.

The availability for public use for meeting rooms (Nix room, Folsom room, and other meeting rooms) of the South Georgia Regional Library System is designed to advance the ideas and purposes expressed in the Library's mission statement and strategic plan. The meeting rooms are to serve as a public resource by providing access to the Library and for certain other educational, informational, cultural and civic functions for the community.

### GENERAL

- The Library's meeting rooms are available on equal terms to all non-profit groups in the community, regardless of the beliefs or affiliations of the groups' members. Non-profit organizations are those engaged in bona fide non-profit intellectual, charitable, civic, cultural, educational and/or recreational activities. Groups with religious or political affiliation may conduct business meetings; however, religious services and partisan political uses are not permitted.
- Activities taking place in the meeting rooms cannot be closed to any person on the basis of age, gender, race, religion, national origin, disabling condition or any other legally protected category.
- There is no charge for use of a Library meeting room (except for any cleaning fees or damage costs that result from use of the meeting room).

- Meeting rooms may NOT be used by individuals seeking political office, for campaign or partisan political purposes, except for candidates participating in a “candidates’ forum” sponsored by a non-profit group to which all candidates for a particular office, or representative of both sides of an issue, have been invited to participate.
- Meeting rooms may NOT be used for children’s birthday parties.
- Meeting rooms may NOT be used for profit making activities.
- All activities held in Library facilities must be free of charge and open to the public, Library staff, and the press. Reasonable charges may be made for participation in study groups, discussion conferences, and similar events, but only in an amount approximating the direct cost of providing participants with materials utilized in the activity for which the meeting room is to be used.
- Use of the meeting room by outside groups does NOT constitute any endorsement by the Library, its staff, or the Library Board of Trustees of the viewpoints expressed by the participants in programs or meetings.
- Only the South Georgia Regional Library, Library Foundation, Southside Library Boosters Club, and Friends of the South Georgia Regional Libraries may use the meeting rooms for fundraising activities.
- Notices posted in the Library, submitted to the media or distributed to the general public (as opposed to only member of the group using the meeting room) announcing the meeting must first be approved by the Library Director or his/her designee. Publicity about the use of the meeting room by a non-Library group shall not state that the Library sponsors the group’s activities or endorses the group, its purposes or the event being held, unless the activity is being co-sponsored by the Library.
- The person executing the *Meeting Room Reservation Application and Agreement Form* for the group is responsible for ensuring that each attendee at the group’s function in the meeting room is aware of and abides by all Library regulations and policies (including these *Policy, Guidelines and Procedures for Public Use of Library Meeting Rooms*).

- The person executing the *Meeting Room Reservation Application and Agreement Form* shall ensure that no alcoholic beverages or controlled substances are brought onto the Library campus or into the Library facilities.
- No advance deliveries of equipment or supplies will be accepted by the Library for groups using the meeting room. The Library does not provide storage space for property or supplies of groups using the meeting room.
- Anything left in the meeting room after its use will be disposed of as the Library staff sees fit.
- Library staff will not take or deliver messages for meeting participants and the Library's telephone will not be available for use by meeting participants. True emergency situations will be addressed on a case by case basis.
- Due to lack of funding, the Library does not offer use of any kind of audio-visual equipment; these items, along with any electrical extension cords, must be provided by the group using the meeting room.
- Use of meeting rooms cannot disrupt the ability of the Library to conduct its business in a normal and orderly manner, or disturb other Library patrons, because of noise, crowding, or other factors.
- Amplified sound volume must be controlled so it cannot be heard more than five (5) feet from the entrance to the meeting room and in any event limited to a volume that does not disturb other Library patrons or Library staff.
- Meeting rooms may not be used for private gatherings, parties, celebrations, or commercial gatherings.
- Events sponsored by the Library, Library Foundation, or Friends of the South Georgia Regional Libraries may include sales of items or fund-raising; others may not.
- Admission fees, solicitations of memberships, and collection of dues are not permitted; no purchases may be required for attendance.
- No group may use the Library as its official address

- Other than for Library-sponsored events, the Library will not accept meeting room reservations for a series of meetings whereby the Library is the regular meeting place for any group or organization.
- The Library board and staff do not assume any liability of or for groups or individuals attending a meeting in the Library and assumes no responsibility or liability for private property brought into the Library or onto the Library campus.
- The Library is not responsible for items or equipment brought to or left in the building before, during or after an event.
- The Library reserves the right to take photographs of events for its own records and for future promotional materials.
- The South Georgia Regional Library Board of Trustees reserves the right to amend these policies from time to time as the Board of Trustees may deem appropriate.
- The Library may post a permanent notice near the meeting rooms stating that the Library does not advocate or endorse the viewpoints of groups holding meetings at the Library or of meeting room users.

## **WHEN MEETING ROOMS ARE AVAILABLE**

- Library meeting rooms are ordinarily not available for use on Library holidays or other days and times when the Library is closed.
- Meetings may be held in the Library meeting room before or after regularly scheduled Library operating hours only when prior arrangements have been made and approval has been given by Library staff for the hours of use requested. It is up to the discretion of the Library Director or Library Branch Manager whether or not to allow meetings outside of normal Library operating hours. If they do allow meetings outside of normal operating hours, the Library Director or Library Branch Manager must be in the Library building during the meeting and must be the last person to leave to ensure that the meeting room is clean and in order and that the Library building is locked. In any event,

Library meeting rooms are not available for use on holidays or between the hours of 10:00 p.m. and 8:00 a.m.

- Procedures for borrowing keys for Library meeting rooms must be followed as outlined by the Library Director of Library Manager (see *Reservation and Scheduling Procedures for Public Use of Library Meeting Rooms* and *Meeting Room Reservation Application and Agreement Form*).

## **SCHEDULING RESERVATIONS**

- Reservations for use of a Library meeting room must be made according to the *Reservations and Scheduling Procedures for Public Meeting Rooms* established from time to time by the South Georgia Regional Library staff and on the *Library's Meeting Room Reservation Application and Agreement Form*.
- Meeting room reservations must be made by an adult (age 21 or older) who is an authorized member or representative of the group wishing to use the meeting room. Groups with participants younger than 21 years of age must have adult supervision at all times during use of the meeting room. The adult (age 21 or older) who executes the *Meeting Room Reservation Application and Agreement Form* must arrive prior to the beginning of the group's use of the meeting room, must be present throughout the entire event (including set-up and clean-up), and must remain until the departure from the Library's campus of all attendees.
- No group may re-assign or "sub-let" its meeting room reservation to any other group.

## **PRIORITIES FOR RESRVATIONS**

Library meeting room reservations generally will be taken on a first come, first served basis. However, due to the limited number of meeting rooms at the Library's facilities and the large demand by both the public and the Library's operations on those meeting rooms, the

South Georgia Regional Library Board of Trustees has set the following priorities for reservations and use of the Library's meeting rooms. Therefore, the Library staff reserves the right to preempt any existing meeting room reservations (in accordance with the listed priorities below) and to reschedule or cancel such existing reservation upon five (5) days prior notification of the groups or individuals having reserved a Library meeting room.

1. Meetings and events sponsored by the Library, which are allowed precedence over all outside groups or individuals.
2. Meetings and events cosponsored by the Library.
3. Meetings and events of the local government which fund the Library.
4. Meetings of South Georgia Regional Library System Board of Trustees and that System's affiliate library systems and boards, Library Board of Trustees South Georgia Regional Library Foundation, Friends of the South Georgia Regional Libraries, and Southside Library Boosters Club.

## **FOOD OR DRINKS**

- Food or drinks are allowed in any Library meeting rooms. When making a reservation for a meeting room, a **Meeting Room Food/Beverage Deposit Form must be submitted** if food and drinks will be served at an event. This form is located at the end of this document. The deposit form is not needed in The Hub Room. In this area, an individual may eat and drink while reading, working on his/her computer, talking with a friend, etc...

## **SETUP AND CLEANUP; DAMAGE TO LIBRARY PROPERTY**

- All groups using Library meeting rooms are responsible for setting up chairs and tables for their event and then taking them down and putting them away, and

also for cleaning up and disposing of any trash and other items resulting from the meeting room use, when the meeting is finished.

- Cleanup of a meeting room after its use, and any damage to Library property by the group and attendees, is the responsibility of the group using the meeting room and of the individual executing the Meeting Room Reservation Application and Agreement Form, each of whom will be charged for resulting damage or cleaning fees. Failure to properly cleanup a meeting room after its use or damage to Library property during its use may also result in the group and/or its applicant for use of the meeting room being denied further use of the Library's meeting rooms. These determinations will be made by the Library Director.

## **STUDY ROOMS**

- Study rooms at the Library are available on a first-come, first-served basis, and may not be reserved in advance. Study rooms may be used only for up to three (3) hours.

## **REVIEW PROCESS**

- The South Georgia Regional Library Director reserves the right to review any and all requests for use of Library meeting rooms and may reject any which he/she deems in violation of *Library's Policy, Guidelines and Procedures for Public Use of Library Meeting Rooms*.
- Questions or issues regarding Library meeting room usage and/or the content of programs or events in the meeting rooms should be directed in writing to the Library Director. A written response from the Library Director can be expected, usually within 10 days of receipt of the written request.

- An appeal of the Library Director's decision may be filed in writing with the South Georgia Library Board of Trustees within 10 days after notice of the Library Director's decision is given to the group or individual requesting review.
- The South Georgia Regional Board of Trustees will, during its next regularly scheduled board meeting, hear the appeal. The group or individual requesting review will be notified of the date, time and place for such board meeting, and shall be given an opportunity to be heard. The Board's decision concerning appeal of the Library Director's decision shall be final.

Adopted by the Board of Trustees 5/9/13; Effective 7/3/13

## South Georgia Regional Library System

### Reservations and Scheduling Procedures For Public Use of Library Meeting Rooms

Use of the Library's Public Meeting Rooms is governed by the Policy, Guidelines and Procedures for Public Use of Library Meeting Rooms as adopted from time to time by the South Georgia Regional Library Board of Trustees. You must familiarize yourself with those Policy, Guidelines and Procedures for Public Use of the Library Meeting Rooms prior to reserving and using the Library's meeting rooms.

- Reservations for meeting rooms must be made with designated Library manager or staff during normal Library operation hours and in advance of the requested meeting room use. There is no charge for using Library meeting rooms.
- The maximum time the room may be reserved and used is three (3) hours. Rooms will not be opened before the reserved time; groups should schedule the reservation to include set-up and clean-up times. The reservation will be held for 15 minutes after the reservation time.
- Meeting rooms are not available for use between the hours of 10:00 p.m. through 8:00 p.m.
- A Meeting Room Reservation and Application Agreement Form [available at all Library branches and also at [www.sgrl.org](http://www.sgrl.org)] must be completed and executed prior to use of the meeting room by an authorized member or representative of the group reserving the meeting room and who is at least 21 years old. Furthermore, such person's execution also signifies the agreement for and on behalf for the group or organization utilizing the meeting room, and by the person executing the form as the designated responsible individual on behalf of such group, 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 Library facilities including without limitation damage to Library property.

- If requested, a Certificate of Liability Insurance on behalf of the group must be provided to the Library before the meeting date.

## Meeting Room Food/Beverage Deposit Form

In order to accommodate our community's needs and to keep your library clean, we require a \$50.00 deposit for any meeting in which food or drink are served. The deposit will be refunded if, upon inspection, there are no spills or remnants of food.

Please be sure to leave the meeting room as you found it. We have large garbage cans outside the library building; **please place your garbage in the outside garbage cans.**

Please sign the following agreement:

I, \_\_\_\_\_  
agree to pay a \$50.00 deposit for any cleaning that's required as a result of my use of the meeting room.

Date: \_\_\_\_\_.

Library Card Number:

\_\_\_\_\_.

Checks or money orders are accepted. No cash. There is a \$20.00 returned-check fee.