

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

Adopted July 17, 2018 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 of 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 of the community. Meeting rooms may be reserved when the rooms are not being used for the primary purpose – Library related activities.

The Library does not charge for the use of its meeting rooms for non-profit organizations for meetings scheduled during operating hours, however, donations to the Friends of South Georgia Regional Libraries are appreciated.

A Meeting Room Reservation Application and Agreement Form (available at all member Libraries 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 signifies the agreement for and on behalf of 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.

## **GENERAL**

- The Library's meeting rooms are available on equal terms, regardless of the beliefs or affiliations of the group's members.
- Activities taking place in the meeting room cannot be closed to any person on the basis of age, gender, race, religion, national origin, disabling condition, or any other legally protected category.
- All activities held in Library facilities must be free of charge and open to the public, Library staff, and the press.
- 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. The Library may post a notice near the meeting room stating that the Library does not

advocate or endorse the viewpoints of groups holding meetings at the Library or of meeting room users.

- Only the South Georgia Regional Library, Library Board of Trustees, Library Foundation, Friends of the South Georgia Regional Libraries, and the Southside Library Boosters Club may use the meeting rooms for fundraising activities.
- Groups with religious 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, 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 representatives of both sides of an issue have been invited to participate.
- Meeting rooms may not be used for private social events or gatherings, parties, celebrations, such as family reunions or wedding receptions.
- Commercial ventures are not permitted.
- Notices posted in the library, submitted to the media, or distributed to the general public (as opposed to only members of the group using the meeting room) announcing the meeting must first be approved by the Library Manager 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.
- 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 rooms.
- The Library Board of Trustees and Library 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 property.
- The Library is not responsible for items or equipment brought to or left in the building before, during, or after an event. 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.

- Availability of audio-visual equipment varies by member Library; check with your desired location. Electrical extension cords must be provided by the group using the 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 meeting room entrance and in any event limited to a volume that does not disturb other Library patrons or Library staff.
- No group may use the Library as its official address.
- Other than 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 reserves the right to take photographs of events for its own records and for future promotional materials.
- The Board of Trustees reserves the right to amend these policies as deemed appropriate.
- If requested, a Certificate of Liability Insurance on behalf of the group must be provided to the Library before the meeting date.

#### **WHEN MEETING ROOMS ARE AVAILABLE**

- Meetings may be held in the Library meeting room before or after regularly scheduled Library operating hours only when prior arrangement has 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 Manager or his/her designee whether or not to allow meetings outside of normal Library operating hours. If they do allow meetings outside of normal operating hours, the Library Manager or his/her designee must be in the Library building during the meeting and must be the last person to leave to ensure 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 11:00 pm and 8:00 am.

#### **SCHEDULING RESERVATIONS**

- Reservations for the use of a Library meeting room must be made according to the parameters outlined in these *Policy, Guidelines, and Procedures for Public Use of Library Meeting Rooms* and on the Library's *Meeting Room Reservation Application and Agreement Form*.
- Meetings may be scheduled during Library operating hours at the Hahira, Lakeland, Lake Park, Southside, and Statenville locations.

- No group may reassign or sub-let its meeting room reservation to any other group.
- 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 setup and cleanup times. The reservation will be held for 15 minutes after the reservation time.
- 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 person executing the *Meeting Room Reservation Application and Agreement Form* for the group is responsible for:

Arriving 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.

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*).

Ensuring that no alcoholic beverages or controlled substances are brought onto Library property or into Library facilities.

Ensuring that admission fees, solicitations of memberships, and collection of dues are not permitted: no purchases may be required for attendance.

### **PRIORITIES FOR RESERVATIONS**

Library meeting room reservations generally will be taken on a first come, first serve basis. However, due to the limited number of meeting rooms at the Library's facilities and the large demand by the Library's operations and the public on those meeting rooms, the 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 governments which fund the Library.
4. Meetings of the Library Board of Trustees and that systems' affiliate library systems and boards, Library Foundation, Friends of the South Georgia Regional Libraries, and the Southside Library Boosters Club.

### **SETUP AND CLEAN UP; 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 to arrange the room as it was upon entry, and also for cleaning up and disposing of any trash and other items resulting from the meeting room use when the meeting is finished.
- Cleaning 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 Manager.

## **STUDY ROOMS**

- Study rooms 117-121 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 the Library meeting rooms and may reject any which he/she deems in violation of the Library's policies, including these *Policy, Guidelines, and Procedures for Public Use of Library Meeting Rooms*.
- Questions or issues regarding Library meeting room use and/or the content of programs or events in the meeting rooms should be directed in writing to the Library Director. A 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 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 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 of such board meeting, and shall be given an opportunity to be heard. The Board of Trustee's decision concerning appeal of the Library Director's decision shall be final.

## **WILLIS L. MILLER LIBRARY**

- Food and/or beverages are allowed only at the main Library, the Willis L. Miller Library, meeting rooms and require a \$50.00 deposit for any meetings serving food or beverages by a non-profit or for-profit group. If food and/or beverages will be served at an event, a *Meeting Room Food/Beverage Deposit Form* must be submitted with the \$50.00 deposit when submitting the *Meeting Room Reservation Application and Agreement Form*. This form is located at the end of

this document. The deposit will be returned to the person executing the *Meeting Room Reservation Application and Agreement Form* and *Meeting Room Food/Beverage Deposit Form* if, upon inspection by Library staff, the meeting room is left clean and in good standing with no spills or remnants of food. The person executing the *Meeting Room Reservation Application and Agreement Form* for the group is responsible for any payment of any damages exceeding the deposit amount.

- Meetings may be scheduled during Library operating hours and up to 10:59 pm only at the main Library, the Willis L. Miller Library. Any non-profit or for-profit group scheduling meeting rooms after Library operating hours requires a non-refundable rental fee of \$100.00 (to offset additional utility costs and to pay library staff to be on the premises during meetings scheduled after operating hours). If the group serves food or beverages, the \$50.00 food and beverage deposit will be required in addition to the meeting room after hour rental fee.
- For-profit organizations may schedule meetings only at the main Library, the Willis L. Miller Library. Meetings scheduled by for-profit organizations will be charged a non-refundable \$50.00 incidentals rental fee (to offset carpet cleaning, and other minor maintenance or the rooms) for up to three (3) hours of meeting room use. The non-refundable \$50.00 rental fee is waived for non-profit organizations, however, non-profit groups serving food and/or beverages require the \$50.00 food/beverage deposit. If the for-profit group serves food or beverages, the \$50.00 food and beverage deposit will be required in addition to the meeting room rental fee.

**SOUTH GEORGIA REGIONAL LIBRARY  
MEETING ROOM RESERVATION APPLICATION & AGREEMENT FORM**

Today's date: \_\_\_\_\_ Expected number of attendees: \_\_\_\_\_

Room Requested:

Community Hall 1       Community Hall 2       Community Hall 3       Study Room 116

Other  Specify Member Library: \_\_\_\_\_

You may request up to 3 meetings, 1 per month, in the next 3 months.

Date of meeting: \_\_\_\_\_ Time requested from: \_\_\_\_\_ to \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time requested from: \_\_\_\_\_ to \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time requested from: \_\_\_\_\_ to \_\_\_\_\_

Name of person agreeing to assume responsibility for Library facility: \_\_\_\_\_

Library card number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone numbers: Business: \_\_\_\_\_ Personal: \_\_\_\_\_

Organization meeting room applicant represents: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Is this organization:    Non-profit       For-profit

I hereby agree for myself and on behalf of the organization I represent wishing to utilize the Library meeting room and to indemnify and hold harmless the South Georgia Regional Library System, its affiliates, and their respective board members, employees, volunteers, and agents from and against any and all claims, loss, cost and expense (including legal fees and expense and cost of settlement) arising from or relating to the use of the Library meeting room by said organization and its members, invitees, and attendees and from any breach or violation by any of them the South Georgia Regional Library System's *Policy, Guidelines, and Procedures for Public Use of Library Meeting Rooms* (copies of which I acknowledge I have received, read, understand, and hereby agree for myself and on behalf of the organization I represent wishing to utilize the Library meeting room to abide by).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The South Georgia Regional Library has my permission to give out my name and telephone number to anyone inquiring about this program. \_\_\_\_\_ Initials

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**OFFICE USE ONLY**

Date & Time application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application approved \_\_\_\_\_/Denied \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTH GEORGIA REGIONAL LIBRARY  
MEETING ROOM FOOD/BEVERAGE DEPOSIT FORM**

Food and/or beverages are allowed only in the Willis L. Miller Library, meeting rooms.

In order to accommodate our community's needs and to keep your Library clean, we require a \$50.00 deposit for any meetings in which food or beverages are served. The deposit will be refunded to the person executing the *Meeting Room Reservation Application and Agreement Form* and *Meeting Room Food/Beverage Deposit Form* if, upon inspection by Library staff, the meeting room is left clean and in good standing with no spills or remnants of food.

The person executing the *Meeting Room Reservation Application and Agreement Form* for the group is responsible for any payment of any damages exceeding the deposit amount.

Please be sure to leave the meeting room as you found it.

Please sign the following agreement:

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Library card number: \_\_\_\_\_

Checks or money orders are accepted. Cash cannot be accepted. There is a \$20.00 returned check fee.