

Use of Meeting Rooms	Approved by: Board of Trustees	Date:	06/30/97
		Revised Date:	10/28/97 07/25/06 1/22/08 08/25/09 01/24/12 05/21/13 2/16/16 7/19/16 1/24/17 7/18/17

### The primary function of library meeting rooms and computer labs:

To provide space for library-related activities such as storytimes, film programs, discussion groups, and other activities **sponsored by the library system**. These activities will receive priority when scheduling the use of rooms.

**Study rooms** are for individual or small group classroom study, tutoring or work preparation and not a substitute for commercial or private office space.

Library meeting rooms may be used for **non-commercial, non-promotional** purposes by civic, cultural, government, and not for profit groups. Businesses may request meeting rooms for staff meetings and trainings that do not include sales or promotional activity. For the purpose of this policy, "commercial" means the exchange, buying, selling or promotion of goods or services with the intent of financial gain.

Use of the meeting rooms by outside agencies does not constitute an endorsement by the library, library staff or Board of Trustees of the viewpoints expressed by the participants in programs or meetings.

Meetings scheduled by non-library groups must be held inside meeting rooms and cannot be held in public library areas. All signage and equipment related to an approved meeting must also stay inside the meeting room. **No admission or attendance fee may be charged** for any program or meeting held in a library meeting room. **No sales** are permitted on library property, nor may any exhibit be used to **advertise sales**. **No solicitation** or collection of personal information from attendees is allowed. (Library and Friends of the Library sponsored events are exempt from these requirements.) No member of an outside group utilizing library facilities shall receive financial benefit from any activity held on library property. Meeting spaces are not available to organizations or individuals for fundraising purposes. Clubs who collect dues are not excluded from meeting room use but may not require payment of dues as a condition of entry to a library meeting room. All meetings **must be open to the general public**. Private parties - i.e. wedding showers, baby showers, anniversary parties, etc. for individuals, do not fall into the parameters of use for the meeting room and will not be approved.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest the library's sponsorship or endorsement. Users of library meeting rooms may not at any time use the name, address nor telephone number of the Hall County Library System as the official address or headquarters for any individual, organization or business. Individuals signing the Meeting Room Application must have a current PINES borrower's card. Official government agencies are exempt from the cardholder requirement.

Although a group may schedule a **series of meetings** in a library meeting room, the room is not intended to be a regular place for any non-library group. The library director or designee reserves the right to review all meeting room requests and may reject any which are deemed to be unsuitable. Failure to adhere to the rules governing the meeting room will result in denial of the privilege to use all such library facilities in the future including computer labs, study rooms, etc.

## Application

The **Application for Use of a Meeting Room** may be obtained at any branch of the library system, and is available online on the library's website. .

Meetings must be requested at least one week ahead of time. The library will begin accepting meeting room requests on the dates listed below for the following months:

**March 1:** April – June

**June 1:** July – September

**September 1:** October – December

**December 1:** January – March

Meeting reservations are limited to **two per month per library branch** for approved groups unless it is for a series of inter-related programs, each different from the other, and not exceeding more than six such program dates.

There may be a **14-day initial waiting period for the first time** use of a meeting room or lab. (**Study rooms** may be requested on the day they are needed. Requests should be made during library hours.)

The applicant must sign a statement affirming that he/she is aware of the library system policy on the use of the room and that the group will abide by this policy. Any damage or loss of library property will be the responsibility of the individual signing the application.

The application must be completed in full, signed by the applicant, and approved by the library director or designee.

## Liability

Users are responsible for any equipment or supplies brought into the meeting room and such material must be removed at the conclusion of the meeting. The library system is not responsible for items left in the room.

Group activities involving more than normal wear and tear in the room will not be permitted. In the event the room requires more than normal cleaning, the individual signing the application

will be assessed a \$25.00 fee. More extensive damage done to a meeting room or library equipment will result in loss of future privileges and an assessment of fees to repair the damage.

No meeting may be held that would tend to incite or provoke imminent lawless action, to be disruptive to other library functions or would endanger the safety of library staff or patrons.

### Equipment and Set Up

If audiovisual equipment is required, it should be reserved at the time of the application. Chairs and tables are available for use. Those reserving a room are responsible for set-up and take-down. A minimum **fee will be assessed** if library assistance is required for set-up and take-down.

### Hours of Operation

A meeting or **event must come to a close** 15 minutes before the library closes. Attendees must be out of the building promptly at the time of closing. Library Staff may issue reminders to facilitate this. Refusal to comply with these reminders will result in the rejection of future meeting room and lab applications.

While functions should be held during regular library hours, exceptions may be approved by the library director or designee and **will require a library representative** on site. A minimum **fee\* will be assessed** for this use.

\*\$70 (Two hour minimum at \$35/hr.)

### Minors

When the room is used by a group with members under the age of 18, application for use of the facility must be made by an adult. The adult in charge must arrive before the young people and must stay until the departure of all the young people.

When parents are attending meeting room functions, children may not be left unattended. Library staff will interrupt a meeting to ask parents to supervise their children.

### Catering

The Friends of the Hall County Library's café operator is the designated vendor for catered events at the Spout Springs Branch. Outside vendors may be used if the café vendor is unable to accommodate an applicant's request. Light refreshments, self-catered are acceptable within the Library System's approved Meeting Room Policy. Alcohol is not permitted under the library's Public Conduct Policy unless specifically approved for a library sponsored function.