

# **Marlboro County Public Library System**

## **Meeting Room Policy**

Adopted March 2, 2016

### **The Marlboro County Public Library has meeting rooms available to the public:**

- 1) The Kinney Foundation Conference Room that seats up to 50  
(See attached Fee Schedule)
- 2) The Library Board Conference Room that seats 9 to 12  
(See attached Fee Schedule)
- 3) 2 Study Rooms that seat up to 4  
(There is no fee to use the Study Rooms)

### **The meeting rooms may not be used for the following:**

1. Any purpose which may interfere with the regular operation of the library.
2. Personal or family parties.
3. Programs involving the sale, advertising, solicitation, or promotion of products, services, memberships or classes. This includes tutoring/instruction when compensation is received within the library.
4. For-profit organizations (businesses & industries) – unless there are extreme circumstances. In that case, see attached fee schedule.
5. Rallies or campaigns for specific partisan political issues or candidates
6. Press conferences
7. Any unlawful purpose not consistent with the U.S. Constitution

### **Meetings must be free and open to the general public at all times.**

Meetings are scheduled on a first-come, first served basis. The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. There must be an adult present at every meeting. Meetings may NOT be scheduled outside the library's operating hours without prior approval of the Library Director.

Library sponsored or co-sponsored programs take precedence over other groups at all times.

One reservation at a time may be made by each organization. A date for the next meeting may be reserved only after the first meeting has been held. Meeting rooms may not be booked more than 45 days in advance.

No standing reservations may be made. Bookings will be on a first-come, first-serve basis. First priority is given to Library programs, agencies and affiliated groups such as the Friends of the Library, staff training and business meetings.

Scheduled regular weekly or monthly meetings by organizations will not be allowed.

Non-library groups are encouraged to reserve meeting rooms no more than once a month in a 12-month period, or no more than once a week for a six-week period. Exceptions may be made by the Library Director if demand allows. Groups are also encouraged to reserve meeting rooms at least 48 hours prior to the date requested.

Advance notice of 24 hours must be given to the library in the event that a scheduled meeting is to be cancelled.

## **Procedures**

The person representing an organization requesting use of the room must fill out the Meeting Room Reservation Form (see addenda) at least 48 hours prior to use of the room. The request must be made by an individual eighteen (18) years or older. Meeting room reservation forms are available at the Circulation Desk. The reservation is not confirmed until the reservation form is signed and approved by the Library Director and payment has been received (if applicable).

Use of tutoring rooms are limited to two hour use per day. Keys must be checked out using a library card at the circulation desk.

## **Regulations and Restrictions**

- Meeting rooms are available for use during the operating hours of the library. Meeting space must be vacated **fifteen minutes** before the regular closing time of the Library unless prior approval is given by the Director and arrangements have been made for security.
- The Kinney Foundation Conference Room seats 50 and the Board Room seats 9 to 12. There are 2 individual tutoring rooms that seat 4. Maximum attendance is limited by the size of the rooms.
- Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs. Neither the name nor the address of the Marlboro County Public Library may be used as the official address or headquarters for any organization.

- Groups may not state nor imply that the library is sponsoring the program. Publicity announcing meetings should in no way imply library sponsorship or include the library phone numbers. Only those activities sponsored by the library will be advertised by the library.
- Organizations holding meetings must assume responsibility for any damage to room or contents. Each group is responsible for picking up and leaving the room clean for the next group. No tape or adhesive of any kind may be used on the walls or furniture. Groups will be charged for any damage they cause to the Library, its grounds, furnishings, equipment or contents. The group's responsibility for the room shall be terminated only when they have informed an authorized staff member that they have vacated the room and that it is ready to be secured.
- Smoking or vaporizing is not allowed inside any library facility. Also, burning of any substance, i.e. candles, incense, etc. is not allowed.
- The Library is not responsible for items left in its facilities. Storage space is not available, nor can the library provide porter service into its facilities.
- The person(s) or organizations conducting the meetings accept full responsibility for proper conduct of those attending the meeting and for any damage to Library property by those attending. The Chairman or host for the meeting is responsible for maintaining quiet conditions during the meeting, as well as while entering and leaving the library. Unless you have specifically requested and paid the usage fee for the piano in the Kinney Room, do not touch it. Any damages to the piano during a meeting will be billed to the meeting room applicant.
- When the meeting rooms are to be used by groups or organizations of students or other young people (18 and under), an adult must make the reservation and must be present and responsible for the entire meeting.
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- The use of meeting rooms is subject at all times to administrative regulations. Failure to observe these regulations may mean that any use by an offending organization may be denied.
- The Library reserves the right to request, in advance, copies of displays or literature to be shown or distributed at meetings using Library facilities. Materials not in keeping with the policy for the meeting rooms may be prohibited.

## **Liability**

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for damage, loss, or theft of personal property.

## **Furniture and Equipment/All Fees**

Limited audio-visual equipment is available for use in the meeting rooms. However, this equipment is limited to use for programs or educational purposes only. Request for audio-visual equipment must be made at the time the meeting is scheduled. The Library does not guarantee that equipment will be available. The Library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. The representative signing the meeting room reservation form will be liable for any damages incurred to library equipment during a meeting and future meeting room use may be denied. The fees for using specific equipment are:

- Multimedia projector and related equipment - \$25
- Laptop computers - \$15
- Food & Drink - \$25

Each group is responsible for its own furniture arrangements in the meeting rooms. Remember to allow sufficient time to arrange the room to your liking and to return furniture to its original place.

## **Piano Usage**

Any individual applying to use the piano will be held responsible for any and all damages associated with his/her use of the piano during his/her reservation. A staff member will visually inspect the piano before and after each piano reservation to document any damages.

## **Food, Beverages and Kitchen Facilities/Fee**

Food and/or beverages are allowed **ONLY** in the Kinney Foundation Conference Room. Refreshments may NOT be served in other meeting or study rooms and no food or drink is allowed on the library floor.

If refreshments are served, there is a charge of **\$25.00**, nonrefundable, to cover clean-up. No alcoholic beverages are allowed, and food or beverages may not be taken out of the meeting rooms.

At the end of the meeting, users are responsible for removing all food and/or beverage items, trash, etc. from the meeting room and kitchen facilities. The user is responsible for vacuuming the Kinney Room.

The Library reserves the right to refuse or cancel a reservation for use of the meeting rooms, if in the judgment of Library officials, the use is deemed inappropriate. The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using a meeting room either by vandalism, abusive action or other disturbance, or not using the space for the stated purpose. Rooms will not be available for use by groups or individuals who have demonstrated a history of unreliability in meeting library requirements. Users shall conform to all laws, ordinances, regulations and library rules. Fire regulations concerning room capacity and access to exits must be observed.

An individual, group, or organization may appeal the denial of a meeting room reservation request by submitting a written appeal to the Chair of the Library Board of Trustees. The appeal will be considered at the next regularly scheduled Board meeting. The decision of the Board of Trustees is final.

### **Study rooms**

Reservations must be made at the circulation desk for the use of library study rooms. A library card **MUST** be presented to checkout a key for the study rooms. Study room users are subject to all Library policies and procedures.

**See Attached Fees for Businesses/Industries, Non-Profit Organizations and Piano Users:**

# Kinney & Board Meeting Room

## Fee Schedule

### **Businesses/Industries**

\$125 for use during library's normal hours of operation then \$50 per additional hour or part thereof

#### Additional charges:

Use of multimedia & projection equipment - \$25

Use of laptop computers - \$15

Food & Drink - \$25 (no food/drink allowed in Board Room)

Payment must be received within 7 days of reserving the room or reservation will not be held.

All food and items brought in must be removed and trash bagged and placed in outside garbage can. The room must be vacuumed and returned to its original configuration unless directed otherwise. The user is responsible for setting up the room as needed. Absolutely nothing may be affixed to walls or furniture.

# Kinney & Board Meeting Room

## Fee Schedule

### **Non Profit Organizations**

\$25 for three hours or any part, then \$15 for each additional hour or part thereof.

#### Additional Charges:

- Use of Multimedia & Projection Equipment - \$25

- Use of laptops - \$15

- Use of staff to assist with equipment - \$15

- Food - \$25 (no food/drink allowed in Board Room)

Payment must be received within 3 days of approved reservation.

Reservation will be added to the calendar, but the room will not be considered reserved until payment is received.

The room must be left clean, with all food & drink items removed and trash bagged and placed in outside trash can. If needed, the user must vacuum the room.

Absolutely nothing may be placed on walls. If a display is needed, you must use a display board or easel that you bring.

Group/person reserving room is responsible for setting up room as needed and returning it to its original condition.

# Kinney Meeting Room

## Fee Schedule

### Piano Usage

\$25 for three hours or any part, then \$15 for each additional hour or part thereof for non-profit organizations.

\$50 for three hours or any part, then \$15 for each additional hour or part thereof for for-profit organizations.

#### Additional Charges:

- Use of Multimedia & Projection Equipment - \$25

- Use of laptops - \$15

- Use of staff to assist with equipment - \$15

- Food - \$25

Payment must be received within 3 days of approved reservation.

Reservation will be added to the calendar, but the room will not be considered reserved until payment is received.

The room must be left clean, with all food & drink items removed and trash bagged and placed in outside trash can. If needed, the user must vacuum the room.

Absolutely nothing may be placed on walls. If a display is needed, you must use a display board or easel that you bring.

Group/person reserving room is responsible for setting up room as needed and returning it to its original condition.