

## **W. G. Rhea Public Library Meeting Room Policy**

### **Purpose**

The purpose for the W. G. Rhea Public Library meeting room is to act as a designated public forum space for individuals and or community groups to hold meetings and programs. In keeping with the Article VI of the Library Bill of Rights, “Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

The utilization of the meeting room by an outside entity does not in any way constitute an endorsement of the group’s policies or beliefs by the Library staff or the Board.

For purposes of this policy, “meeting room” also refers to the entrance, foyer, and rest rooms leading to the meeting room. All damage and cleanup policies also refer to this area.

### **Availability**

The room is available to individuals or organized groups in the Library service area that are engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political agendas that are open to the general public. The meeting room may not be used for private social events (showers, teas, receptions) or where admission is charged or “for profit” events.

### **Rules for Use**

1. The meeting room is only allowed to hold 40 individuals at one time.
2. Reservations:
  - a. The room may be reserved no more than 30 days in advance; however regular monthly or quarterly meetings of library or city/county boards will be considered first and all other regular group meetings at the Library Board’s discretion.

- b. Reservations may be made over the phone; however, the sponsor of the event must complete and sign the Meeting Room Reservation Form in person at the Library prior to the meeting. Individuals are required to meet a minimum age requirement of 18 years to place a reservation. A copy of the Meeting Room Rules must be read by sponsor. Ignorance of the rules is not an acceptable reason for violation of the rules for utilization of the Library meeting room. The library retains the right to revoke privileges for groups that violate the rules.
    - c. Requests are made on “first come, first served” basis. A call of inquiry of availability does not constitute a room reservation.
    - d. A reservation is finalized with the library receipt of the Signed Meeting Room Reservation Form and the entry of the event into the Meeting Room Calendar.
    - e. Meeting Room cancellations may be made up to 24 hrs. prior to the reservation either in person or by phone. Failure to notify the library of cancellations may result in forfeiture of future bookings.
3. To assure availability to all community organizations, no single organization, club, board, or group may schedule the meeting room more frequently than once a month.
  - a. Exceptions will be the Library Board, its committees and sub-committees, Friends of the Library, Library Staff Members, and the Regional Library Staff. These groups will have priority for the utilization of the meeting room.
  - b. The Board of Trustees reserve the right to require any applicant group to supply a certificate of insurance, from a licensed insurer, if deemed applicable.
4. Business may not sell products nor charge for services/consultations rendered.
5. “For Profit” organizations and businesses may use the meeting room for a fee. Fees are \$25 for less than 4 hours and \$50 for 4 plus hours.

**Decorations:**

Absolutely no tape or other sticky substance may be applied to any surface in the meeting room. No items may be hung from the ceiling. Any and all decorations planned by the sponsoring organization /group must have prior approval from the

Library Director. Lighted candles or flames are not permitted to be used in the Meeting Room.

**Food:**

When food is allowed, it must be approved by the Library Director. Refreshments may be served and shall be provided by the group, with the following provisions: (1) Refreshments plan must be submitted in writing one week prior to the event, (2) No fruit punch or other liquid that is red in color may be served, (3) There must be no charge for the refreshments, (4) No alcoholic beverages may be served, (5) no cups, napkins, or utensils belonging to the library and stored in the meeting room may be used, (6) No food or dishes of any kind may be put directly on the surface of the computer tables (please use white plastic tables or counter top).

**Tobacco Products:**

No tobacco or vapor products are allowed inside the building. No Exceptions.

**Cleanup:**

Garbage must be bagged in heavy garbage bags (provided by sponsors) and left in the foyer by the sponsoring organization. A broom and dust pan will be made available. People using the room shall leave it in a neat, clean, and orderly condition. The room will be inspected, prior to the event, by library staff and the organization representative to assure that the room is clean and in proper order. After inspection, any conditions are to be noted and signed by both the library staff member and the organization representative.

**Rearrangement of Furniture:**

Chairs and tables may be arranged as needed for the meeting. The room must be returned to the original setting immediately after the event by the sponsoring organization.

**Damage:**

Any damage that occurs during an event is the sole responsibility of the sponsoring organization and the representative, who signed Meeting Room Reservation Form, even though the damage might have been caused by another person(s) attending the event, including children. Any damage must be reported to the library staff

immediately. Work, repair damage, replacement of damaged items or building structure will be completed by persons or companies chosen by the Library Board.

Immediately after the event, if there is garbage or any type of mess remaining, including restrooms, that must be cleaned by the Library, there will be a \$100 fee. If there is any type of damage whatsoever to the building or furniture after the event, the organization will pay for repairs and /or replacement and will not be allowed to use the room for future events/meetings.

**Keys:**

The person in the organization sponsoring the event must sign the Library Key Responsibility Statement to receive a key. If the group is beginning a meeting before 4:30 pm, this must be completed in ample time to sign release and read the rules.

The keys must be returned to the library staff immediately, if the library is still open or early the day after the event or placed in the drop box.

NOTE: The group representative must read and sign the Library Key Responsibility Statement prior to receiving the key.

**Liability:**

The Library Board or the Library staff does not assume any liability or responsibility for any injuries incurred before, during, or after the event of any individual attending a meeting. The library does not allow users to leave children unattended in the library during the meetings.

**Articles in the Meeting Room:**

The Library Board nor the Library staff is not responsible for any equipment, supplies, materials, clothing, or other items left at Library by any group or individual attending a meeting.

**Technology:**

The use of library devices and/or technology must be requested at time reservations are made. All use is under the discretion of the Director and the Library technology staff.

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