

## **Meeting Room Policy**

### **Authority**

Authorization for use of the library facilities shall come from the Director or their designee.

### **Priorities**

- Library-sponsored programs and activities have priority.
- The library reserves the right to cancel other meetings if necessary to present our own programs. Such action should be avoided if possible.

### **Restrictions**

- Educational, civic, cultural or governmental groups may reserve the library facilities for use when no admission charge is made or contributions are solicited.
- The library facilities may not be reserved for commercial use with the exception of programs sponsored by the Friends or the library.
- The Library Director will determine usage of the library facilities by groups not cited above. The library facilities are not available for purely social gatherings or private meetings not open to the public.
- Use of the library facilities after regular library hours is not permitted.
- Reservations for a series of meetings that would designate the library as a meeting place may be scheduled, but such meetings would be subject to cancellation by the library for library-sponsored programs.
- The Stanly County Public Library cannot be held responsible for damage or loss of property left attended or unattended in meeting facilities.

### **Procedures for Reserving the Library Facility**

- To allow all members of the community the opportunity to use the Library's meeting room facilities, no group or organization, other than the library, may reserve the room for more than two meetings in a single month or twenty-four meetings in a single calendar year. A group that wishes to use the facilities with greater frequency or for a number of consecutive days shall request written permission from the Library Director.

- Come in or call the library:

- Main 704-986-3765
- Badin 704-422-3218
- Norwood 704-474-3625
- Oakboro 704-485-4310
- Locust 704-888-0103

Any staff member can take the required information and check the scheduling calendar for availability. A meeting may only be booked for the calendar year. A group must "re-book" a time on an annual basis. The library does not automatically reserve the library facilities for groups.

- Give the following information:
  - Desired date and hours
  - Name of organization
  - Number of participants expected
  - Your name and phone number as a representative of the organization

- Whether any extra equipment or materials will be brought into or borrowed from the library.
- The room will not be held if the non-refundable fee is not received in one week. When payment is received, the room will be confirmed.

### **Rules of Conduct**

- The individual booking the library facilities must be responsible for seeing that all library regulations are observed. This person must obtain a library facilities use form, complete the form, and turn it in to a library staff member when the meeting is over.
- Only previously prepared foods such as light refreshments, box lunches or covered dish meals may be served in the library facilities. There are no kitchen facilities available and no food may be prepared on site. The consumption of alcoholic beverages on library property is prohibited.
- Groups using the library facilities must agree to arrange the chairs and tables needed; must agree to take care of the facilities, and agree to leave the room clean and arranged as they found it.
- Posters, charts, pictures, etc may be hung from the picture molding, using only the hardware provided for this purpose. No tape, no tacks, no nails, no plastic tack or similar materials may be used on the walls without the permission of the Library Director.
- The library reserves the right to refuse the use of the library facilities to groups, which abuse these privileges.
- The fact that a group is permitted to meet or an individual is permitted to speak in the library, does not constitute an endorsement by the library board of trustees or library of the group's or individual's beliefs, policies, or programs. The group shall not be permitted to issue publicity or advertising indicating library sponsorship, and the library reserves the right to post disclaimers, as applicable, in the meeting area, as well as in other such areas as it deems appropriate.
  - Groups meeting on Saturday that serve food should take their trash to the outside dumpster.

[Approved March 1, 1984; Amended June 10, 1993; Amended March 18, 1998; Amended August 21, 2002; Amended September 21, 2005; Amended August 17, 2011)