

# Houston County Public Library System

## Meeting Room Policy

[Policy adopted by HOUPL Board of Trustees 10-2011; Revised 2015 May 14; Revised 2016 Jul; Revised 2017 Nov 9]

### **Purpose**

As part of its service to the community, the Houston County Library System provides meeting rooms for use. Programs held in the meeting room are provided as a public service and are not endorsed or sponsored by the Houston County Public Library, the library staff or the Library Board. Publicity for the event should not imply Library sponsorship or affiliation. The Library reserves the right to monitor all meetings held on its premises.

The library facilities shall not be used for any commercial activity unrelated to a program or exhibit which falls within the normal scope of authorized library functions. For example, an author or artist discussing, presenting, or displaying their works will be permitted to offer these works or objects of art for sale during the program, presentation, or exhibit.

Meetings, events, programs or activities that might disturb regular library operations shall not be permitted. If a meeting or event in progress does disturb regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of the disturbance, shall immediately be asked to discontinue the disturbance or vacate the premises and property.

Nola Brantley Memorial Library and Perry Library have local history rooms. These rooms are intended to be available at all times for library patrons seeking information about genealogy, local history, and/or our local communities.

### **Library Use**

Library sponsored programs or activities, such as children's story times, computer classes, book talks, and staff training, will always receive first priority for use of the meeting room.

### **Reservations**

All reservations for use of the meeting room must be approved by the Branch Manager or a Supervisor at the requested branch. Branch Managers and/or the Director, at their discretion, may refer some requests to the Meeting Room Committee of the Houston County Library Board for their approval. The Meeting Room Committee meets on an as-needed basis. Denials will be notified in writing, either by email or by regular mail, and will include the reason that the request was not approved.

The Library cannot guarantee a regular meeting place for any group or organization. As a community resource, this room should not be monopolized by a limited number of groups or organizations. The Meeting Room may not be reserved for more than two (2) meetings in advance and for a date no more than two (2) months in advance.

## **Capacity**

Maximum capacity for the meeting room in Warner Robins is 35, Centerville is 40, and Perry is 40. Attendance at public programs must not exceed these limits. Groups requesting reservation of the room should be certain that space and seating is adequate prior to the use of the room.

## **Responsibilities**

The Library Board will hold the authorized representative of the organization responsible for the costs of damages to library facilities. Likewise, the Library Board requires that such representatives sign that the organization will hold the library harmless for claims, liabilities, and/or damages directly or indirectly related to the use of library facilities. The organization representative must fill out an application for use prior to use of the room and must provide a local contact and phone number.

## **Guidelines for Use by the Public**

- All meetings are open to the public and free of charge on a first come, first serve basis with booking allowed no more than two months in advance. Special exceptions may be made by the Houston County Library Board on a case-by-case basis to allow entities who provide educational classes to hold closed meetings and to charge registration fees.
- Before, during and after a program, no fees of any kind may be charged. Selling, sales promotions and solicitations are prohibited with the exception of sales by the Friends of the Library or in direct conjunction with a sponsored Library program.
- No individual, group, or organization may use this room for personal profit other than a library sponsored program, activity, or exhibit.
- Personal information may not be solicited from program attendees.
- The library shall not be used as a mailing address or a regular meeting place for any group or organization.
- The room may be used only when the library is open.
- There must be an adult in the room at all times when used by a group under eighteen (18) years of age.
- No food, drink, smoking, tobacco use, e-cigarette or alcoholic beverages are permitted in the building or on the library property.
- The library is not responsible for any materials, equipment, supplies, etc. owned or exhibited by a group or organization using the room.
- It is the responsibility of the group members to set up the room and to restore the room to the condition in which it was found. This means that tables, chairs, and equipment are restored to the storage areas.
- Any damages done to the room or equipment will be charged to the group or organization using the room. This includes carpet cleaning if the group leaves it stained. The person signing the reservation request will be held responsible for seeing that these damages are paid.
- Food and drink are not allowed except for library sponsored programs.

## **Equipment**

Groups may use the library's equipment, if available, with prior approval of the Branch Manager or a Supervisor and will be responsible for any damage to library equipment. Groups are permitted to bring their own A-V equipment.

A copy of this policy will be given to any registrant. The application will be kept on file for two months.

**Initials and Date Read** \_\_\_\_\_

**HOUSTON COUNTY PUBLIC LIBRARY  
MEETING ROOM APPLICATION**

Name of group or organization \_\_\_\_\_ Reserved date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Reserved date \_\_\_\_\_ Time \_\_\_\_\_

Description of group or organization \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Person responsible \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

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

Equipment requested \_\_\_\_\_

I have read, understand, and agree to the Houston County Public Library's policy concerning meeting room use. These rules and regulations will be observed by this group while using the meeting room. I understand that the violation of any rule or rules set forth in this policy will result in immediate expulsion from the room and loss of future meeting room privileges. I agree to accept responsibility for any damages incurred during the use of this room by this group.

Signature of person responsible \_\_\_\_\_ Date \_\_\_\_\_

\*Please attach a copy of any materials, brochures, flyers, or announcements to be used prior to or in conjunction with this meeting.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_