

REGULATIONS CONCERNING THE USE OF MEETING ROOM

MEETING ROOM POLICY

WASHINGTON COUNTY LIBRARY SYSTEM

The Washington County Library System welcomes the use of its meeting room facilities to Nonprofit Organizations for cultural, civic, educational, and public information meetings of interest to the citizens of Washington County. Meeting rooms are available at the Percy Library in Greenville and the Leland Library. Policies governing the use of library meeting space are made following Article 6 of the Library Bills of Rights:

Libraries which make exhibit space and 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 meeting rooms in the Percy Library in Greenville and the Leland Public Library are available only under the stipulations listed in Item II. The provision for use of the meeting rooms is an additional service to the public under conditions set by the Washington County Library System Board of Trustees. The meeting room is provided primarily for library-related activities such as story hours, film programs, discussion groups, and other activities sponsored or co-sponsored by the library, which are related to the further use of library materials. These activities must receive priority in the use of the meeting room. Regular library service must take precedence over all other activities. The use of the meeting room should not interfere with the library's operation nor permit any damage to the building or its grounds.

The Percy Library and Leland Public Library meeting rooms are available to Nonprofit Organizations only for educational/informational meetings, art exhibits, public hearings, or similar local programming. Under no circumstances will individuals or groups be allowed to use the library meeting room for social functions (i.e. wedding receptions, birthday parties, showers, reunions, card games, etc.) The meeting rooms may not be used for:

- a) any purpose which may interfere with the regular operation of the library.
- b) Programs involving the sale, advertising solicitation or promotion of commercial products or services
- c) Personal, company, or family parties. This includes any family group meetings.

People under the age of 18 may schedule the use of the room at any time for a specific project, only if a school employee, school sponsor, or parent of one of the participants agrees to be present during the entire time of this meeting. There must be one adult chaperone per every 20 minors.

All functions held in the meeting room must be free and open to the public. No admission, fees, or dues may be charged nor may a collection or donations be taken up.

Regularly recurring meetings not sponsored by the library or library-related cannot always be accommodated in the library meeting room. No more than three separate dates may be scheduled at one time, and no more than six meetings per year may be held in the meeting room by any one group.

The meeting room may be used during library hours only. The person signing this form is ultimately responsible for any damage or problems concerning the room. Restroom and kitchen facilities are available as needed.

Use of the room will be the following regulations understood:

1. Reservations will be made by a responsible member of the organization who will see that all regulations are followed
2. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.
3. Neither the name, address, nor telephone number of the Washington County Library System, William Alexander Percy Memorial Library, or the Leland Public Library may be used as the official address or headquarters for an organization. Nor will any group be allowed use of the library's business telephone for their meeting.
4. Meeting room users may not offer items or services for sale while on Library premises, solicit orders for goods or services, or engage in other fundraising activities.
5. The cleanliness and arrangement of the room must be returned to the arrangement as found. Each organization is responsible for arranging the furniture as it needs for its meeting. The library reserves the right to charge a fee, or an extra fee if special janitorial services are required. Library staff members are not available to help with the setup or cleaning for any meeting.
6. Under the city ordinance, no alcoholic beverage will be allowed in the library.
7. Smoking is not allowed.
8. The library is not responsible for equipment, supplies, materials, or other items owned by a group or individuals and used in the library and such materials must be removed from the library at the end of the meeting for which they are used.
9. Organizations holding meetings assume financial responsibility for any damage to the room and contents.

10. Satisfactory arrangements must be made with the librarian for Operation of the library's audio-visual equipment.

Non-commercial exhibits of interest to library patrons and the public may be arranged by groups (such as hobby clubs) with the Librarian, but it must be understood that responsibility for the security of the exhibits is assumed wholly by the exhibiting group. Such exhibits shall not be of a regularly recurring nature or undue duration.

The meeting room will be scheduled in the order in which requests are received.

The Director reserves the right to review, accept, or reject any or all applications for use of the meeting room.

I fully understand the above rules, will abide by them, and take full responsibility as stated. I also understand that if any of these rules should be broken, our group will be prohibited from future use of the meeting room.

_____	_____
Patron's signature	Date
_____	_____
Address	Work Phone Home Phone
_____	_____
City State Zip	Organization Represented