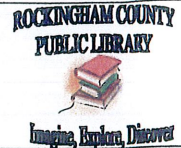




Rockingham County Public Library Meeting Room Policy



Department: Library	Policy #: 7.1	Pages: 3
Prepared by: Michael P. Roche		Effective Date: 10/01/2017
Approved by Library Director: <i>Michael Roche</i>		Revised: _____ _____ _____ _____
Approved by Trustees: <i>Robert L. Pantay</i>		
County Manager		
Signature: <i>Lee L. Melby</i>		

This Policy covers all regular meeting rooms within the Rockingham County Public Library with the exception of the Vera Holland Community Center, which is covered by Policy 7.2 Vera Holland Community Center.

Educational, civic, cultural and governmental groups may reserve meeting rooms in the library for use when no admission charge is made to attend the meeting.

Groups may not ask for donations, solicit funds, collect admission fees, conduct sales transactions, take orders for products or services, or solicit contact information for later sales.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs.

Rooms are not available for meetings for political purposes except as mandated in NC GS 163-99.

The rooms may not be used for sectarian or denominational religious programs.

Commercial or profit-making groups may not use the rooms, except for the internal education or motivation of their employees. If there is any question concerning a group's status the library has the right to request documentation of non-profit status.

The rooms will not be reserved for the benefit of private individuals. **Paid tutoring is to be interpreted as for the benefit of private individuals.** In addition, the rooms will not be available for private activities.

The rooms will not be available for the presentation of only one side of a controversial matter, or if in the judgment of the Director any disorder may be likely to occur.

There will be no meetings when the library is closed due to adverse weather.

The library is not responsible for the loss or damage to any personal items of the meeting room users.

Any public notice or advertisement of meetings at the library must contain the following disclaimer: "This meeting is neither sponsored by nor endorsed by the Rockingham County Public Library." This notice or advertisement must be presented to the Branch Manager and Library Director before publication.

The following regulations must be observed in using library-meeting rooms:

1. Library programs receive first consideration in scheduling meeting room events.
2. Rooms are assigned in order of receipt of application.
3. Reservations for use of a meeting room are to be made with the library staff. Groups using the library as their meeting place may not reserve rooms more than 2 months in advance.
4. Reservations must include the name of the organization, time and date desired, number of persons expected, and name and telephone number of the person responsible (the person who signs the form). An application for use of the meeting room must be filled out prior to the meeting. Applicant must be at least 21 years of age. The person signing the reservation form, as the responsible party, must be present at the meeting the entire time. The application will be kept on file for one year.
5. Use of the meeting rooms includes use of facilities and equipment such as projectors and the library kitchen. Each group is expected to be responsible for cleaning up the kitchen after use, and for the replacement of lost or damaged equipment. The serving of alcoholic beverages is prohibited and smoking is not allowed.
6. Group activities involving more than normal wear and tear on meeting rooms will not be permitted. For example, classes in handicraft involving paint or similar materials will not be permitted.
7. The room used must be left in a neat and orderly condition. Tables and chairs must be left as they were found. Trash should be disposed of properly. The library will not provide staff to set up the room before or after the meeting or to operate AV equipment. Groups will be responsible for additional cleaning or repair work that the library deems is necessary.
8. Members of the library staff who are responsible for scheduling the use of the room must see handout literature, materials to be exhibited, and press releases prior to use. In the case of press releases this information must be seen prior to publication.

9. All meeting rooms shall be accessible to the library staff. Library staff may attend and observe any meeting at any time.
10. Meetings may not disrupt the use of the library by others, and persons attending the meetings are subject to all library regulations and policies. Persons accompanying a member to the meeting should remain in the meeting with the member.
11. The person reserving a library room, outside of the regular library hours, shall sign an agreement of responsibility for the use of the building, room and/or equipment. Outside doors must not be left open during the meeting. Someone can be posted to allow late comers to join the meeting. All persons attending meetings when the library is closed must remain in the meeting room and may not use other areas of the library. Any and all issues or occurrences must be reported to the Branch Manager and the Library Director.
12. A \$25.00 deposit will be charged for each group meeting outside of normal hours. This includes early arrivals, late departures and meetings, which occur when the library is closed. Meeting room policy violations and violations of safety procedures will result in forfeiture of the deposit.
13. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use the library's meeting rooms.