

**BRYAN COUNTY PUBLIC LIBRARIES MEETING ROOM POLICY**  
**Pembroke Public Library ~ Richmond Hill Public Library**

Adopted August 7, 2002 by the Statesboro Regional Library System Board of Trustees

Adopted September 11, 2002 by the Bryan County Library Board of Trustees

Revised May 9, 2012 by the Bryan County Library Board of Trustees

Policies regarding meeting room facilities in library members of Statesboro Regional Public Libraries are based on *Criteria for Approval of Applications for State Aid Funds*. (Georgia Public Library Services, a Division of the Board of Regents of the University System of Georgia)

“Neither the Library nor the user/borrower may charge rentals or fees for use of library facilities. A maintenance fee may be charged by the library to cover cleaning of the designated area and/or utilities as specified in approved board policy.”

INTERPRETATION: “No fee or rental may be charged the use of library facilities by either the library or the user. Such charges as registration or materials fees for a workshop or membership due to an organization using the library facilities are not considered rental fees. If desired, the library board may set a maintenance charge to cover cleaning and utilities of a specified area. This should be specified in a board-approved policy for use of library facilities. This policy should also state the board’s position on use by religious groups, political groups, meetings for promotion of commercial products, etc.”

**MAINTENANCE FEE – BRYAN COUNTY LIBRARIES COMMUNITY MEETING ROOMS:**

Effective September 1, 2012, a \$5.00 PER DAY MAINTENANCE FEE is required for use of this room to be paid prior to use.

**AGE REQUIREMENT:**

The Library Board requires a room to be booked by a person who is at least 18 years old. A PERSON WHO IS AT LEAST 18 YRS. OLD MUST BE PRESENT WHILE ANY ROOM IS IN USE.

**LIMITS FOR ROOMS ARE REQUIRED BY GEORGIA’S FIRE CODE:**

For safety and comfort, please adhere to the following capacity of Statesboro Regional Library System meeting rooms as is required by law:

- Pembroke Meeting Room – 60 people
- Richmond Hill Meeting Room – 50 people  
Conference Room – 12 people

**LIBRARY STAFF MEMBERS ARE AUTHORIZED BY THE LIBRARY BOARD OF TRUSTEES TO INTERPRET MEETING ROOM RULES AND REGULATIONS.**

The meeting rooms are available for booking for any legitimate purpose, including the following:

1. Library sponsored programs and activities.
2. Friends of the Library programs and activities.
3. Civic groups and club meetings
4. Educational and cultural groups
5. Religious or political groups

LIBRARY FUNCTIONS: Library-related programs have priority over other meetings held in the library’s facilities. The library will endeavor to work with groups to make it possible to schedule meetings by signing up six months in advance. However, if the facility is needed for a library function after a meeting has been scheduled, the person reserving the room will be notified at least two weeks in advance so the meeting can be rescheduled to another location.

LIMITATIONS: It must be understood that:

1. All programs scheduled in library facilities are open to the public.
2. All activities must be free of charge to participants.
3. Only a materials expense fee may be charged to participants. Example: materials for craft classes.
4. Meetings must be conducted on a Non-commercial basis. No sales are to take place, no solicitations are to be made and no activities are to be for commercial purposes.
5. No alcoholic beverages or illegal drugs shall be permitted on the library grounds or in the library facility.
6. Reservations are public information and meetings may be publicly posted at the Library.
7. Private social functions such as showers, birthday parties, and sorority & fraternity parties are not permitted.
8. Only light refreshments may be served. This may include coffee, tea, punch, cold drinks, and finger food such as sandwiches, cookies and nuts.
9. Activities should not infringe upon patron use and staff operation of the Library.

A group's ability to use library facilities in no way constitutes an endorsement of the group's policies or beliefs. In advertising meetings, the library's name and address can only be used to identify location of meetings, not to imply endorsement. The library's telephone number is not to be used in advertisements.

BOOKING THE COMMUNITY ROOM:

- No group is entitled to book the meeting room on a long-term basis. No group shall be entitled to use the room for more than four (4) booking dates in a six (6) month period.
- Library or Friends of the Library meetings, book signings, book fairs, and other special projects may be held as long as a reasonable percentage of the proceeds go to the Library or to the Friends of the Library.
- Due to limited parking space, groups meeting in the Library during regular Library hours are asked to park away from the building to provide space for regular patrons of the Library
- Please remove trash after each use. There is a container in the rear of the Library. The rooms must be set up by the group using the room. Extra tables & chairs are available. If special equipment is needed for a program, a reservation for the equipment should be made prior to the day of the event.