

L. C. Anderson Memorial Library Meeting Room Policy

September 12, 2012 Revised and Approved by the Candler 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 for 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, meetings for promotion of commercial products, etc.”

MAINTENANCE FEE: There is a \$10.00 Maintenance Fee charge for use of the Meeting Room for all except Library related programs or meetings. *(Passed by the Candler County Library Board on 02/26/2003)*

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 YEARS OLD MUST BE PRESENT WHILE ANY MEETING ROOM IS IN USE AFTER THE LIBRARY HAS CLOSED.

The Library is pleased to provide meeting rooms for the community. The Meeting Room may be reserved up to two months in advance by calling or visiting the Library. Meeting rooms are available on first come, first served basis.

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 required by law:

- Meeting Room - 50 people

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

The Meeting Room is available 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 two 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, 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 use of library facilities does not in any way constitute an endorsement of the group's policies or beliefs. In advertising meetings, the Library's name and address may only be used to identify the location of the meeting, not to imply endorsement. The Library's telephone number is not to be used in any advertisements.

REFUNDS FOR MEETING ROOMS: Prepayment of the Meeting Room contributions will be refunded when cancellation is made within 24 hours in advance of the time booked.

BOOKING THE COMMUNITY ROOM:

- 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 during regular library hours should park away from the building to preserve space for library patrons.
- Only light refreshments may be served. The Library does not provide custodial service for meeting rooms. The room must be set up by the group reserving the room and should be returned to its original state after the meeting. Trash should be removed from the meeting room; there are containers behind the Library. The kitchen, if used, should be restored to its previous state.
- Please report any problems to the library staff.