

*Statesboro Regional Public Libraries
Statesboro-Bulloch County Library*

Isabel Sorrier Community Room Use

Approved by Statesboro-Bulloch County Library Board of Trustees on November 16, 2016

This policy supersedes all prior policies and practices relative to this subject.

ISABEL SORRIER COMMUNITY ROOM

The Statesboro-Bulloch County Library's Community Room is named in memory of Ms. Isabel Sorrier, who served as Library Director for more than thirty years.

The Isabel Sorrier Community Room (hereafter referred to as the Community Room or Room) entry is through the main Library entrance during public operating hours and through the separate exterior entry after Library hours.

The Room is 37 x 24 feet and designed for group functions of no more than 50 people. ADA accessible public restrooms are located adjacent to the room and are accessible during all hours the room is in use. Wi-Fi is available in the Room; no computer or audiovisual equipment is furnished. Chairs and tables are available for use. Room set-up is the user's responsibility.

Limited parking is available adjacent to the Library. During the Library's public operating hours, function participants should park away from the Library building entrance in order to provide space for the Library's regular users.

The Room policies and procedures are available at the Library and on the Library's website.

USE OF THE ROOM

All functions are open to the public. The Library may choose to publicly post notices of any function.

The Room is available for Library-sponsored functions and for functions initiated by the public. These may include, but are not limited to, the following:

- Library sponsored programs, activities, meetings, or other functions
- Civic group or club programs and meetings
- Educational and cultural group programs and meetings
- Religious or political group programs and meetings
- Social functions

Library-sponsored functions have priority and first preference in use of the Room over all other uses and reservations.

Use of the Room does not indicate Library approval or endorsement of an individual or group's policies, activities, ideas or opinions. A group may not use the Library's name for any purpose other than to indicate the location of the meeting. Groups or individuals using the Room may not imply in any advertising or publicity that the function is sponsored, cosponsored, or endorsed by the Library. Failure to comply will result in termination of use.

Users of the Room agree to comply with the Library's policies.

A waiver of responsibility must be signed before a room can be used. The Library assumes no liability for injury to person(s) during the time its premises are used, nor liability for damage to vehicles or equipment on library grounds. The Library assumes no responsibility for personal belongings of persons attending the Room functions

Notwithstanding any other language in this policy, an individual or group that uses the Room shall indemnify, hold harmless, and release the Statesboro Regional Public Libraries and Statesboro-Bulloch County Library, their trustees, administrators, agents, and employees from and against any and all claims for damage to persons or property sustained by the user or any person claiming through the user related to the individual or group's use of the Isabel Sorrier Community Room.

Library employees are authorized by the Statesboro-Bulloch County Library Board of Trustees to interpret the Room policies and procedures. Exceptions must be approved by Library management.

LIMITATIONS

Activities should not infringe upon public use and regular operations of the Library.

Attendance must be limited to no more than 50 people.

Use will normally be limited to adult groups. If the function involves minors, one or more persons age 21 or older must be in attendance at all times to supervise the activities of the group. The Library does not provide childcare. Room users should be aware of the Library's *User Behavior* and *Unattended Children, Youth, and Dependent Persons* policies.

Functions must be free of charge to participants. Fees related to the costs of materials may be charged. The purchase of materials may not be required for attendance at a function.

The room may **not** be used for profit-making or fundraising for individuals or groups not affiliated/associated with the Library. No sale presentations or sales are to take place at the function. Programs which are designed to bring in potential clients for insurance or brokerage or investment sales are not permitted.

Only light refreshments may be served. The Library does not provide access to kitchen facilities. Use of Sterno or open flames is not permitted.

Tobacco use, in any form, is forbidden within Library buildings. Smokers should use the designated outside smoking area.

Alcohol and illegal drug possession/use are forbidden anywhere on the Library premises, including the grounds and parking areas.

Room set-up and clean-up are the responsibility of the user. Library employees are not available to set up or take down furniture, operate equipment, or train others to operate equipment. No materials may be attached to walls, floors, or interior/exterior doors. After the function, users must restore the Room to its original arrangement and condition, including removal of trash to the dumpster located on the north side of the building.

ROOM USE REQUESTS

Individuals or groups may request to use the Room when it is not being used for Library-sponsored events. The availability schedule of the Room is determined seasonally by Library management.

The individual requesting to use the Room for a function must be at least 21 years of age and present a valid government-issued photo ID at the time the use request forms are submitted. He/she is designated as the “responsible person” for the function and will be held responsible for insuring that the group’s participants abide by the Library’s policies and procedures.

The Room may be **tentatively** reserved by contacting the Library. Before a use request can be confirmed, responsible person must complete the *Room Use Request* and *Waiver* forms and submit them to the Library in person. The Library reserves the right to review any and all use requests.

Reservation requests may be made up to 60 days, but no less than 48 hours, in advance of the requested use date(s).

No individual or group is entitled to reserve the Room on a long-term basis or for more than four dates in a six month period.

The *Room Use Request* and *Waiver* forms, as well as the *Community Room Use* policy, are available at the Library and on the Library’s official website.

RESPONSIBILITIES

The responsible person submitting the *Room Use Request* will also be required to sign the *Waiver* stating that the policies and regulations regarding room use have been read and understood. By signing the *Room Use Request* and *Waiver* forms, the responsible person agrees that the group will be responsible for

- Repairing damage to Library property (other than normal wear and tear) that the group causes
- Bearing the cost of any extraordinary cleaning necessitated by the group’s activities
- Arranging the furniture to suit their needs
- Returning the Room’s furnishings to their original arrangement
- Following the Library’s rules and policies

CANCELLATION

If a function must be cancelled, the group representative should notify the Library as soon as possible, preferably at least 48 hours before the reserved date and time.

The Library reserves the right to cancel a function because of building or weather-related closings.

FEES

A fee will be assessed for use of the Room to help defray the expense of maintaining the Room for public use. Since the Library does not refund fees, the Room fee should be paid at the time

the Library staff opens the room for the reserved use during normal library service hours or when the key is obtained for access to the Room for after-hours use.

Fee(s) should be paid by one of the Library's accepted forms of payment: cash or credit card:

Use fee schedule as of November 16, 2016:

- \$50.00 for using the room for four hours or less, including set-up and clean up time
- \$80.00 for using the room for more than four hours in a single day
- \$80.00 per day for multiple day meetings
- \$150.00 may be charged to the responsible person reserving the room for after-hours use if the key is not returned as instructed within 48 hours

Additional fees may be assessed if a function results in more than the normal wear and tear to the Room and/or its furnishings, if the Room is not cleaned and returned to its original arrangement, or if the Room or its furnishings are damaged.

There will be no fee for functions of the Library, Library-affiliated groups (i.e. Friends of the Library, GPLS & PINES), or agencies that provide operational funds to the Library (i.e. Bulloch County Commissioners).

DENIAL OF ROOM USE PRIVILEGES

The Library reserves the right to deny use the Room by groups or individuals:

- Whose activities may result in more than the normal wear and tear expected from routine use of the facilities
- Whose conduct, or that of minors under their control, is sufficiently disruptive to disturb other Library users or regular Library operations
- Who fail to clean up after functions, to notify Library staff of spills or other events requiring janitorial attention, or to leave the Room in good order
- Who fail, without at least 48 hours cancellation notice, to use the Room when scheduled;
- Who fail to vacate the Room at the appointed time
- Whose continued use of the Room is determined not to be in the best interests of the Library
- Whose function is not open to the public