

***Statesboro Regional Public Libraries  
Bryan County Libraries***

***Meeting/Conference Room Use***

***Approved by Bryan County Library Board of Trustees March 25, 2015***

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

The Meeting/Conference Rooms are available during public operating hours or after Library hours.

Pembroke: The Meeting Room is 22 x 26 feet and designed for group functions of no more than 50 people (occupant load).

Richmond Hill: The Meeting Room is 22 x 29 feet and designed for group functions of no more than 50 people. The Conference Room is 14 x 14 feet and designed for group functions of no more than 12 people (occupant load).

Both facilities have ADA accessible public restrooms that are located adjacent to the rooms and are accessible during all hours the room is in use. Both Meeting Rooms have a small sink counter, but are not designed for food preparation. The Conference Room is not equipped with a sink counter. Wi-Fi is available in the rooms; no computer or audiovisual equipment is furnished. Chairs and tables are available for use; furnishing needs should be discussed with Library staff at the time the Room is reserved: Pembroke has 45 chairs; Richmond Hill has approximately 30 chairs total for the two rooms.

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.

Meeting/Conference Room policies and procedures are available at the Library and on the Library's website.

***USE OF THE MEETING/CONFERENCE ROOMS***

All functions are open to the public. Notice of all functions may be publicly posted by the Library.

The Meeting/Conference Rooms are 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;

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

Use of the Library's Meeting/Conference Rooms 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 Meeting/Conference Rooms may not imply in any advertising or publicity that the function is sponsored, cosponsored, or endorsed by the Library.

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

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 Meeting/Conference Room functions. A waiver of responsibility must be signed before a room can be reserved.

**Notwithstanding any other language in this policy, an individual or group that uses the Meeting/Conference Rooms shall indemnify, hold harmless, and release the Statesboro Regional Public Libraries and Bryan County Public Libraries, their trustees, administrators, librarians and staff, 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 Meeting/Conference Rooms.**

Library staff members are authorized by the Bryan County Library Board of Trustees to interpret Meeting/Conference Room policies and procedures. Exceptions must be approved by Library management.

### ***USE LIMITATIONS***

Activities should not infringe upon patron use and staff operation 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 children, 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 rooms 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. Private social functions such as showers, birthday parties, and sorority and fraternity parties are not permitted.

Only light refreshments may be served. Use of sterno or open flames is not permitted.

Tobacco use and smoking in any form (including vapor cigarettes) 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 staff members 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.

## ***ROOM USE REQUEST***

Individuals or groups may request to use the Meeting/Conference Rooms when the rooms are not being used for Library-sponsored events.

The Meeting/Conference Rooms may be tentatively reserved by contacting the Library. Before a use request can be confirmed, the responsible person for the group must complete and sign the 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.

The person requesting to use the Meeting/Conference Rooms for a function must be at least 21 years of age, showing a valid government-issued photo ID to designated Library staff 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.

Pembroke: Reservation requests may be made up to three months but no less than 48 hours in advance of the requested use date(s).

Richmond Hill: Reservation requests may be made up to six months but no less than 48 hours in advance of the requested use date(s). No person or group is entitled to reserve the Community Room on a long-term basis or for more than (6) dates in a six month period.

The Meeting/Conference Room reservation and waiver forms, as well as the Room use policies, are available at the Library and on the Library’s website.

## ***RESPONSIBILITY***

The “responsible person” submitting the request for use of the Meeting/Conference Room will be required to sign a form stating that the policies and regulations regarding room use have been read and understood. By signing the Room Use Request and waiver forms, the group’s representative agrees that the group will be responsible for:

- damage to Library property (other than normal wear and tear) that the group causes;
- cost of any extraordinary cleaning necessitated by the group’s activities;
- arranging the furniture and equipment to suit their needs;
- returning the Room’s furnishings to their original arrangement;
- following the Library’s rules and regulations.

## ***PROCEDURES***

The Library’s policies and procedures for Meeting/Conference Room use are available at the Library and on the Library’s website. A copy is also kept in the Meeting/Conference Room.

## ***CANCELLATION***

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

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

## ***FEES***

A fee will be assessed for use of the Meeting/Conference Rooms to help defray the expense of maintaining the Rooms 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 use by the reserving person/group 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.

Use fee schedule as of September 1, 2013:

- \$5.00 per day for multiple day meetings.
- \$150.00 will be charged to the 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, or agencies that provide operational funds to the Library.

## ***DENIAL OF ROOM USE PRIVILEGES***

The Library reserves the right to deny use of or eject from (ask to leave) the Meeting/Conference Rooms 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,
- Who refuse anyone access to a function unless the Room is filled to the posted legal capacity.