

**MEETING ROOM POLICY**  
**Effective Date: February 8, 2017**

**PURPOSE**

The Mountain Regional Library System offers meeting rooms for use by not-for profit groups or organizations whose activities advance the ideas expressed in the library's mission statements as part of its service to the community. These meeting facilities are primarily for enhancing library services.

**PRIORITIES**

1. Educational, informational, cultural and civic programs sponsored, or co-sponsored by the Library relating to its collections and services such as lectures, exhibits, panel discussions, film presentations, or other such programs
2. Meetings sponsored by the Libraries, including fundraising activities
3. Meetings of agencies of local government which fund the Libraries
4. Meetings and activities of Library affiliated groups such as Friends of the Libraries, including fundraising activities
5. Meeting rooms may not be used for private gatherings (wedding receptions or showers, birthday parties, reunions, etc.) or commercial gatherings which advertise a product or service
6. All other meeting requests from non-profit groups are on a first come, first served basis. A 501(C)3 is required from all non-profit organizations

The Library reserves the right to revise any schedule of meetings if necessary and to preempt established reservations upon reasonable notification of the group(s) involved.

**ENDORSEMENT**

Use of the meeting rooms by outside agencies does not constitute the Libraries' endorsement of the viewpoints expressed by the participants in programs. No advertisement implying endorsement will be permitted. No advertisement of group activities will be allowed inside the library or on library grounds.

**GUIDELINES**

The meeting areas are provided as a public service, subject to rental fees and usage regulations established by the Mountain Regional Library System Board of Trustees. In order to maintain building security, all meetings, other than Library sponsored events where Library staff will be present, must be held during regular Library business hours and must end no later than 20 minutes prior to the posted Library closing time. All activities in the meeting rooms are subject to video camera supervision. All meetings taking place in meeting rooms must not be closed to any person regardless of age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

### **RESPONSIBILITY / LIABILITY:**

A representative of the non-profit organization or group using the room is required to sign an Agreement assuming responsibility for the use of the room(s). That representative must:

1. Must be at least 21 years of age and must remain at the meeting
2. Must have a valid PINES library card in good standing and provide the library card number on the reservation request
3. Must agree to have damages in excess of the Janitorial Deposit Fee assessed to their PINES account for payment if equipment is stolen or damaged or the room or its fixtures damaged during the groups' use of the room

Neither the Board of Trustees nor the Library Staff assume any responsibility for loss, theft or damage incurred to personal or rental property brought into the building or on the grounds. Neither the Board of Trustees nor the Library Staff assume any liability for any injury to any person (persons) during the time the premises are used.

Neither the Board of Trustees nor the Library Staff assume any liability for vehicles or equipment on the Library grounds.

### **CAPACITY OF MEETING AREAS:**

The capacity of each meeting area varies according to the style seat arrangement desired.

**Multi-purpose Room at Mountain Regional Library - Maximum of 40 people**  
**Community Room at Union County Public Library - Maximum of 50 people**

**FEES:** The following fees have been established:

**ROOM FEE (UNION COUNTY ONLY): \$25.00 for up to ½ day (4 hours or less)**  
**\$50.00 for entire day (up to 8 hours)**

Groups wishing to use any of the AV equipment in the room must make separate arrangements in advance with the Library Branch Manager.

**KITCHEN FEE (UNION COUNTY ONLY): \$15.00** - For use of kitchen (in addition to room fee)

For use of the kitchen / or when food is brought into the library

The kitchen facilities are for brief storage of food only, not for meal preparation

NO RED OR DARK PUNCH may be served

The Library does not furnish food or beverages, ice, paper goods, utensils for cooking, eating or serving, or coffee pots.

**JANITORIAL DEPOSIT FEE (UNION COUNTY & MOUNTAIN REGIONAL): \$50.00** – In addition to the room and kitchen fees, an advance deposit paid by separate check is required of all users

The janitorial fee will be refunded the day after the event to the person who paid it, *if the area has been cleaned in accordance with this policy*. The fee will be forfeited if the used area is not cleaned and cleared in accordance with this policy. Any additional costs incurred for damages or cleaning beyond the normal limits to carpet and/or furnishings will be charged directly to the PINES library account of the person reserving the room. Governmental agencies that fund the Libraries and Friends of the Libraries organizations are exempted from paying a fee, but they must abide by the same rules for setup, clean-up, and conduct.

### **RESERVATIONS:**

- 1. Library activities take precedence over all other requests for reservations**
2. It is not the intent of the Library System to provide ongoing, regular meeting space for any organization or individual - Therefore, standing reservations cannot be made
3. Reservations will not be made more than three (3) months in advance
4. The organization / group booking the meeting area
  - a. Cannot charge any fee for attendance at the event
  - b. Cannot accept any fee or contribution from persons attending the event
  - c. Cannot sell or promote any product or material in the Library facility or on Library grounds
  - d. Cannot solicit personal information from attendees for subsequent solicitation for business
  - e. Cannot use any materials in the room that would be hazardous, for example, flammable materials such as candles, incense, light strips, etc.)
5. Meetings of large groups which may disturb or interfere with the general use of the Library or use a majority of Library parking facilities will not be booked
6. The Reservation Request Form must be signed, proof of 501(C)3 status provided, and the appropriate fee(s) and deposit must be paid at least 24 hours before the scheduled event. No reservation shall be considered firm until the signed Agreement is on record/file and fees and deposits paid
7. If a reservation must be cancelled, it must be cancelled at least 24 hours before the scheduled event or all fees will be forfeited

### **HOUSEKEEPING INSTRUCTIONS:**

1. No posted advertising is permitted on the building structure or on the grounds without prior express permission of the Library manager
2. The Library phone number is not to be used as the information or reservations number
3. Room bookings generally include tables and chairs - The user is responsible for any additional equipment needed for their meeting
4. If AV equipment use is requested, arrangements must be made in advance
  - a. These items will be checked out on the responsible person's PINES card and must be returned in good condition before the responsible person leaves the library at the conclusion of the meeting
  - b. The person checking out equipment is responsible for security of these items during the meeting
5. The user is responsible for setting up for meeting activities as desired
6. Library furnishings or equipment are not to be moved outside for any reason

7. Thermostats in the rooms are pre-programmed - If temperatures in the room are uncomfortable, Library staff should be asked to adjust them temporarily
8. The user is responsible for returning the premises to a neat and orderly condition
9. Everything brought into the building – (i.e. rented chairs, tablecloths, punch bowls, meeting materials, etc.) must be removed from the library the day of the meeting before library closing
10. The meeting area must be cleaned before the user leaves the building
  - a. Food crumbs and spills must be removed from the tables, chairs, and floors
  - b. Trash must be removed from the building
11. Because kitchen facilities are limited, all food brought into the building must be prepared in advance
  - a. No food or beverages may be left in the kitchen
  - b. All surfaces / counter tops and floors must be left clean
12. If the Janitorial Deposit Fee is forfeited, the user will also receive a warning for the first offense
13. If a second Janitorial Fee is forfeited for failure to follow this policy, the user/renter will forfeit further use of the facilities

#### **GENERAL INFORMATION:**

**Failure to abide by this policy and other library use and behavior policies will result in loss of Library facility use privileges.**

**All state and local fire codes must be observed in addition to all other City Codes and Ordinances.**

**THESE INCLUDE, BUT ARE NOT LIMITED TO:**

**NO SMOKING OR OTHER USE OF TOBACCO PRODUCTS, INCLUDING SMOKLESS TOBACCO**

**NO CONSUMPTION OR STORAGE OF ALCOHOLIC BEVERAGES**

**NO POSSESSION OR USE OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES**

**NO GAMBLING**

**NO FIREARMS, EXCEPT THOSE CARRIED BY LICENSED LAW ENFORCEMENT OFFICERS**

## **MOUNTAIN REGIONAL LIBRARY SYSTEM - ROOM RESERVATION REQUEST FORM**

Room Requested: \_\_\_\_\_ Union County Public Library, Blairsville (maximum 50 seats)  
\_\_\_\_\_ Mountain Regional Library, Young Harris (maximum 40 seats)

Date Requested: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Person Applying: \_\_\_\_\_ Position in Group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home or Mobile: \_\_\_\_\_

PINES Library Card number: \_\_\_\_\_

Type of meeting: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_ Y \_\_\_\_\_ N

Use of kitchen requested? \_\_\_\_\_ Y \_\_\_\_\_ N

I am responsible for providing proof of my organization's non-profit status (a copy of proof of 501(c)3 status), paying the use fee (Union County) and janitorial deposit (Both Libraries), and providing this form no later than 24 hours prior to the requested meeting date/time. Reservations will not be considered until the application and required fees are received by Library staff.

I understand that my organizations' meeting must be held during normal library business hours. I will insure that our meeting will end no later than 20 minutes before posted library closing hours and that the room is clean and all items brought in by our group are removed.

I will be present for the entire meeting and will be responsible for insuring that our meeting does not interfere with the normal operations of the library and that the occupancy numbers as stated above are enforced.

I will clear any advertisement of my organizations' meeting in the Library with the Library Manager before it is sent to local media.

I certify that Library facilities will be used only for activities that are not conducted for profit, that no solicitation for payments or donations will be made, and that no personal information will be solicited for future for-profit solicitation.

My organization will be responsible for the repair or replacement of damaged furniture or equipment and the repair of damages to walls, carpet or other room fixtures. We will also be responsible for any necessary clean-up of the facilities resulting from our use. I understand that any damages or cleaning fees in excess of the Janitorial Deposit Fee will be assessed to my PINES library account and are my responsibility.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Submit this form with any appropriate fee(s) to the branch.*

**STAFF USE ONLY**

APPLICATION RCD DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PINES CARD STATUS  
VERIFIED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Branch Manager or Director's Signature

ROOM FEE RCD Date: \_\_\_\_\_ CHECK#: \_\_\_\_\_ KITCHEN FEE RCD DATE: \_\_\_\_\_  
CHECK# \_\_\_\_\_

JANITORIAL DEPOSIT RCD DATE: \_\_\_\_\_ CHECK# \_\_\_\_\_ /JANI FEE REFUND  
DATE: \_\_\_\_\_

IF JANITORIAL FEE IS FORFEIT, PROVIDE REASON:

\_\_\_\_\_

\_\_\_\_\_

DATE USER WARNED FOR NOT ABIDING BY POLICY: \_\_\_\_\_  
WARNED BY: \_\_\_\_\_ Staff Initials

**CLEAN-UP CHECKLIST**

This checklist is designed to assist you in cleaning up after your function. Upon entering the room, please take a moment to see if everything was left in proper order by the previous user. **If not, you should notify the library staff before using the room so condition may be verified.**

**FIRST CHECK ENDING CHECK**

\_\_\_\_\_ Tables left as found \_\_\_\_\_  
\_\_\_\_\_ Tables are wet-wiped and dried \_\_\_\_\_  
\_\_\_\_\_ Chairs left as found \_\_\_\_\_  
\_\_\_\_\_ Chairs are wiped clean \_\_\_\_\_  
\_\_\_\_\_ Carpet is vacuumed \_\_\_\_\_  
\_\_\_\_\_ Bathrooms are clean \_\_\_\_\_  
\_\_\_\_\_ All materials brought in for meeting removed \_\_\_\_\_  
\_\_\_\_\_ All food and beverages removed from building \_\_\_\_\_  
\_\_\_\_\_ Trash cans are empty and trash removed from building \_\_\_\_\_  
\_\_\_\_\_ Kitchen is clean and locked (Union County Only) \_\_\_\_\_  
\_\_\_\_\_ Screens raised or stored appropriately \_\_\_\_\_  
\_\_\_\_\_ Lights are turned off \_\_\_\_\_  
\_\_\_\_\_ All AV equipment is returned \_\_\_\_\_  
\_\_\_\_\_ Exterior door is closed \_\_\_\_\_  
\_\_\_\_\_ Ask Library staff member to walk through meeting room for inspection, including  
returning thermostats to original settings

Please refer to the full Meeting Room Policy for additional information on using this room.

Approved by the Mountain Regional Library System Board of Trustees - August 9, 2011

Revised on February 8, 2017.