

Approved by the TTCPL Board Dec 7/2009

**MEETING ROOMS POLICY
COASTAL PLAIN REGIONAL LIBRARY SYSTEM**

The meeting rooms in all the libraries of the Coastal Plain Regional Library System are for purposes consistent with the general objectives and goals of the system including the communication of ideas, enrichment of personal life and the general support of educational, cultural, and civic activities of the communities.

Rooms are not available for social gatherings, entertainments, money-raising, or commercial purposes.

It is not the intent of any library to provide ongoing, regular meeting space for any organization or individuals outside the Coastal Plain Library System.

In accepting reservations for the use of rooms the libraries do not discriminate on the basis of race, color, creed, national origin, religion, age, sex or any other legally protected category.

Programs held in meeting rooms are provided as a public service and are not endorsed or sponsored by any library unless specifically advertised as such.

All programs and meetings held in the meeting rooms are to be free and open to any member of the public who wishes to observe or participate in the event.

Permission to meet in the rooms in no way constitutes an endorsement by the library of the event or the beliefs of its sponsors. Organizations, groups or individuals using the meeting facilities agree to hold harmless the Coastal Plain Regional Library System and each branch library from any and all liability, loss, theft, or otherwise disparate action resulting from use of the library facility while attending the program or meeting.

Reservations and Scheduling

Reservations for use of meeting rooms may be made by completing a reservation form or in some cases by telephone or email. The registration form with maintenance fee must be completed within 48 hours of the telephone or email request. A registration form must be completed prior to use of the room by an adult (18 years or older) with a valid Georgia library card. The person booking the meeting room, as well as the organization, is responsible for any and all damages that occur to the facilities, furniture and equipment. Cost of repair or replacement will be assessed and billed to the individual or group using the meeting room when the damage occurs.

Meeting rooms may be available for groups of children supervised by adults at the ratio of one adult for every seven children.

Ongoing, regular meeting space for any organization or individuals outside the Coastal Plain Regional Library System is not available or allowed.

Meeting rooms are available only during library hours and are scheduled by three hour time slots. Rooms will not be opened before the scheduled time and will be closed at regular library closing hours. Meetings sponsored or co-sponsored by the library, city and county governments will not be charged a maintenance fee. Library sponsored or co-sponsored events may extend beyond regular opening and closing hours. Tifton-Tift County Public Library hours follow.

Monday, Wednesday, Friday, Saturday
10:00 am to 1:00 pm
2:00 pm to 4:45 pm

Tuesday and Thursday
10:00 am to 1:00 pm
2:00 pm to 5:00 pm
6:00 pm to 7:45 pm

Sunday
2:00 pm to 4:45 pm

A maintenance fee of \$50 is charged for EACH meeting room time slot that is reserved and used. Returned checks are charged an additional \$30 fee. Persons or groups with returned checks must use a money order for future reservations.

Priorities

1. Library and library co-sponsored events have priority in the use of all meeting rooms.
2. City and county governmental agencies which fund the libraries.
3. Civic improvement organizations
4. Cultural and artistic groups
5. School, service and social welfare groups
6. Other groups not covered by exclusions

Exclusions

1. Programs involving the sale, advertising or promotion of products or services.
2. Programs intended to recruit persons for later fee-based programs.
3. Programs intended to promote or create business opportunities.
4. Personal or family purposes.
5. Group activities involving more than normal wear and tear on the meeting room.

Restrictions

1. The library reserves the right to revise any schedule of meetings if necessary and to preempt established reservations upon reasonable notification to the contact person of the involved group(s).
2. Publicity announcing the event or meeting may not carry the library logo or telephone number.
3. Admission fees may not be charged for meetings held in the meeting rooms, but may charge a registration fee to cover costs of materials used, speaker fees,

seminar fees, educational course fee. Exceptions may be made for library-sponsored and co-sponsored events.

4. Expendable supplies such as paper, pens, pencils, markers, chalk, erasers, transparencies and tape are not provided.
5. In the event of a building emergency or weather-related emergency, meetings may be cancelled and any fees paid will be refunded. Library staff will attempt to inform the contact person of the closing.
6. The meeting cannot disrupt the ability of the library to conduct its business in a normal or orderly manner. If a meeting or event in progress disturbs regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, shall immediately discontinue the disturbance or vacate the premises and property. The right is reserved to deny future access and use of meeting rooms if a sponsoring group or individual fails to comply with this policy or any regulations noted in this policy or on the Application for Use of Meeting Facilities Form.
7. Smoking and alcoholic beverages are not allowed in the meeting room, any area of the library, and on porch areas adjacent to the library.
8. No group meeting at the library is to use the library as its official address.
9. Items may not be displayed, hung or attached to walls unless the hanging mechanism available in meeting rooms is used.
10. A limited supply of various kinds of audio-visual equipment may be available within the meeting rooms. The equipment must be requested when the room is reserved. Equipment is not guaranteed to be available or in good working order even when requested. Library staff are not available to operate the equipment.
11. Light refreshments may be served within the meeting room at some branch libraries. Please check with the branch manager at a specific branch. No supplies such as paper goods are available. A sink and refrigerator are available in some branches. Red punches are not allowed.
12. The reserving group is responsible for setting up chairs and tables and for putting them away when the meeting is finished. The facility must be left in order. Non-library items may not be stored in the meeting room or kitchen area without prior arrangements. The library is not responsible for any items left at the library.
13. Items from the main area of the library may not be brought into meeting rooms.
14. No advance deliveries will be accepted by library personnel for groups using the meeting rooms.

15. No telephone is available in meeting rooms. Library personnel will not take or deliver messages for meeting participants.
16. The contact person for each meeting is responsible for ensuring that each member of the group is aware of and abides by these policies and restrictions.
17. If, on the advice of law enforcement professionals, the library staff or board of trustees determines that a reasonable possibility of threat to the safety of staff, patrons or members of the public might occur based upon prior experience of the group or speaker at a library or at other occasions where the group has held a meeting which has been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a bond for \$1,000,000 for injury or damage to property occurring at the meeting.

Study Rooms

1. If provided, study rooms are available upon request during library hours on a first come, first served basis.
2. Rooms may be reserved in advance at some branches.
3. A time limit for room use may be imposed on the use of study rooms.
4. The number of individuals who may be in a study room at one time may be limited by the size of the room.
5. Any conversation in study rooms must be quiet enough so other patrons are not disturbed.
6. Just as throughout the library, no food or drinks are allowed.
7. All Patron and Responsibilities and Conduct policies apply while using a study room.

**COASTAL PLAIN REGIONAL LIBRARY SYSTEM
MEETING SPACE APPLICATION**

I understand the procedures for use of library meeting spaces. Yes _____ No _____

Specifically, the following procedures are only a few of the points to note:

1. Maintenance Fees per 3 hour time slot: Carrie Dorsey Perry Memorial Library \$25, CPRL \$25, Irwin County Library \$15, Tifton-Tift County Public Library \$50. Victoria Evans Memorial Library \$15. Cook County Library \$20.
2. All meetings are to be free and open to the public.
3. The program must begin and end during regular library hours.
4. Children must be supervised at the rate of one adult for every seven children for children's programs.
5. The person booking the meeting room, as well as the organization, is responsible for any and all damages that occur to the facilities, furniture and equipment. Cost of repair or replacement will be assessed/completed by library assigned persons and billed to the individual or group using the meeting room when the damage occurs.
6. The user must dispose of any trash and leave floors, chairs and tables clean.
7. You must set up the room yourself and return it as you found it within your time slot.
8. Publicity may not carry the library logo or telephone number.
9. Smoking and alcoholic beverages are not allowed on library property or grounds.
10. Tape of any kind may not be used to hang signs or decorations. Only the hanging mechanism in each room may be used.
11. Light refreshments may be served at some branch libraries. Please check with the branch manager. No supplies are available, but a sink and refrigerator are available in some branches.
12. Advance deliveries are not accepted.

By signing below I acknowledge that I have read and agree to abide by the Coastal Plain Meeting Room Policy and the terms of this agreement.

Branch _____ Event Date _____ Program beginning time _____

Name of Organization/Group requesting room _____

Person making Reservation _____
Print Signature

_____ Library Card Number Home Phone Cell Phone Work Phone

Mailing Address

Equipment needed (not guaranteed to be available) _____

Time you plan to arrive to set up? _____ (No entrance before library opens and at library closing time room clean up must be finished and room closed.)

LIBRARY USE ONLY: Approved (Branch/date/time/initials)

Fee paid (date/time/initials) _____ Room checked (date/time/initials) _____