

Policy on the Use of Meeting Rooms
Adopted by the Chestatee Regional Library Board April 25, 2011

The primary function of library meeting rooms is to provide space for library-related activities such as story hours, film programs, discussion groups, and other activities sponsored or co-sponsored by the library. These activities will receive priority in the use of the rooms. The library reserves the right to reschedule or cancel meeting room reservations at any time in order to use the meeting room space for programs or events sponsored by the library. As much notice as possible will be provided to the group(s) affected by the change, and suggestions for other space will be made when possible.

Library meeting rooms may be used for non-commercial purposes by individuals and groups, including but not limited to those engaged in educational, civic, cultural, and governmental pursuits. Meeting rooms may not be used for private gatherings (weddings receptions or showers, birthday parties, reunions, etc.) No sales are permitted on library property, nor may any exhibit be advertised for sale. Library-sponsored events shall be exempt from this requirement.

No admission or attendance fee may be charged for any program or meeting held in a library meeting room. All meetings must be open to the general public, and groups using the library facilities may not exclude from the meeting any member of the public on the basis of race, creed, color, national origin, religion, political affiliation, age, sex, or physical ability.

The Chestatee Regional Library Board reserves the right to review and reject any and all requests to use the room. Failure to adhere to the rules governing the meeting room will result in denial of the privilege to use the facility.

The user of the meeting room is responsible for leaving it in the same condition in which it was found; otherwise, a minimum maintenance fee of \$25 may be assessed. Group activities involving more than normal wear or tear on the room will not be permitted, nor will activities that might disturb regular library operations. If a meeting in progress does disturb library operations, the library reserves the right to immediately terminate the event. The group, upon notification of a disturbance, shall immediately discontinue the disturbance or vacate the premises.

Applications for the use of the room may be obtained at any branch of the library system. The application must be filled out in full, signed by the applicant, and approved by the Branch Manager. The applicant must sign a statement affirming that he/she is aware of the library's policy on the use of the room and that the group will abide by the policy. If audiovisual equipment is required, it should be reserved at the time of the application. In accepting reservations for the use of a meeting room, the library will not discriminate on the basis of race, creed, color, national origin, religion, political affiliation, age, sex, or physical ability.

Any damage to or loss of library property resulting from the use of the room will be the responsibility of the group using it. Users are also responsible for any equipment or supplies owned by any group or individual brought into the meeting room, and such material must be removed at the conclusion of the meeting. The library is not responsible for items left in the room.

When it is necessary for a key to be issued to the adult in charge of a meeting or event, that adult shall pick up the key prior to library closing time immediately before the scheduled meeting. This same adult shall also be responsible for returning the key to the library by the first day it is open immediately following the scheduled meeting. If a key is lost, the organization is responsible for the cost of having the locks changed.

Reservations must be made by an adult (18 years or older). The person making the reservation shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes in the reservation. When the room is to be used by organizations or groups with members under the age of 18, the adult in charge should arrive before the young people and must stay until the departure of all young people.

No smoking or tobacco use is allowed in the meeting room or in any area of the library.

The Chestatee Regional Library System does not endorse or support any program or meeting held in a library meeting room unless the program is specifically sponsored or sponsored in part, by the library.