

## **Stanly County Public Library and History Center Meeting Room Policy**

Stanly County Public Library and History Center Meeting spaces are available on equal terms for the lawful activities of groups regardless of their beliefs or affiliations. Charges for the use of Library meeting spaces are as outlined in the library's Fines and Fees table. Request for permission to use the meeting room must be obtained by completing page three of the policy.

Users of the meeting spaces are subject to the following guidelines:

- The Library, its affiliated groups (Friends, Historical Society), and its partners have first priority for the use of all meeting facilities. All other applications to use the space will be approved on a first come first served basis.
- Only adults, 18 years or older, may reserve the room and the applicant must be present while the space is in use.
- The meeting room fee must be paid before the group can use the facility.
- You may reserve space for up to three (3) bookings at one time.
- All meetings must be open to the public. Library staff may attend and observe any meeting at any time.
- You cannot use the facilities for:
  1. Any activity likely to disrupt library functions, or any unlawful activity.
  2. Worship services, ceremonies, or religious instruction. Religious groups can meet for organizational, committee, planning, etc. purposes.
  3. Political rallies, campaign events or fundraisers. Political groups can meet for organizational, committee, planning, etc. purposes.
  4. Commercial purposes - including sale of products/services, promotion of product/services for sale at a later time, or solicitation of business including presentations whether for-profit or non-profit that may result in later for profit business opportunities for the presenter or presenting entity. (However, events sponsored by the library or library affiliated groups may sell during their event.)
  5. Dance or music recitals, unless sponsored by the library.
  6. Fundraising, except for the library or library affiliated groups.
  7. Individual/group social events (parties, showers, etc.).
- Permission to use a space does not indicate an endorsement by the library of your group's views.
- You may not use the name/address of the library as the official address of your group.
- You cannot charge admission, but your organization can collect dues and charge fees to recoup the cost of your meeting (food, learning supplies, etc.).

- You may not enter the buildings prior to opening time and MUST be COMPLETELY out by 15 minutes before closing time.
- Groups reserving the space are responsible for the set-up and/or arrangement of the tables and chairs. You must clean the room as necessary following your events. Spills and stains must be reported to staff.
- You can bring in non-alcoholic beverages and a coffee maker. You can bring in previously-prepared food. The facilities do not provide a refrigerator, stove/oven, or ice.
- The facility is not responsible for loss, theft, or damage of any items that groups bring prior to a meeting or any items left after the meeting.
- The facility does not provide computers or audio-visual equipment or technical assistance.
- You MUST include the wording “This event is not sponsored by the Stanly County Public Library/History Center” in all publicity, and you must not publicize your event until your booking has been confirmed.
- In the library, you can display an easel-size poster to announce your meeting on the day of the event only.
- The library’s Rules of Patron Conduct applies to your use of the facilities.

Failure to follow this policy will result in your group’s requests being denied in the future. Exceptions to these guidelines will be considered by the library director upon written request.

Approved August 19, 2020

## **Meeting Room Application**

Date:

Name:

Name of Group:

Address:

Phone:

E-mail:

Type of Activity:

Meeting Date:

Start time:

End Time:

Expected Attendance:

### **Library Staff Use Only**

Approved

Not Approved

Approved subject to the following conditions:

Room fee paid: