

ROWAN PUBLIC LIBRARY
MEETING ROOM GUIDELINES

Effective May 12, 2006, updated 9/23/09

We are happy to provide this meeting room for your group's use. Below are some guidelines to help you with planning your meeting.

- Applications must be returned within 72 hours of the request (or 5 days if by mail), or reservations will be cancelled and the room made available for other groups.
- Your meeting must be scheduled to end 15 minutes before the library closes.
- Tables and chairs may be arranged in any manner you choose. Additional tables and chairs may be in storage areas adjacent to the room. Tables and chairs should be kept in the meeting room to which they belong. The library is not able to provide help in setting up the meeting rooms.
- A monitor and DVD player, an easel, and various audiovisual equipment may be available, please see a library staff member with any requests or questions.
- Your group is responsible for cleaning the meeting room and/or kitchen after use, removing all items you brought, and disposing of all trash and recyclables in available receptacles. A fee may be assessed for cleaning service if room is not left clean.
- Persons attending meetings may enter and exit the library's main entrances. (AT HQ, the meeting room foyer entrance may also be used. Heavy items or catering deliveries may be brought into the Stanback Auditorium through the Stanback side entrance; for the Hurley Room, through the main rear entrance to the library.)
- Please do not prop open exterior doors, as this plays havoc with our heating/cooling systems. Contact library staff if any doors need to be unlocked for your meeting.
- Parking is available in the library's parking lot only.
- Restrooms and water fountains are available adjacent to meeting rooms.
- **IMPORTANT:** The number of people in attendance must be reported to the Circulation staff after your meeting.
- Meeting rooms may not be used for individual or family private social functions.
- Meeting rooms are available for non-profit use only and may not be used by individuals or businesses to promote or advertise services or memberships, or sell products, services, or memberships; or conduct any for-profit related activity or information distribution at meetings; with the exception that non-profit clubs may collect dues or sell items, such as collectibles, among club members only.
- Alcoholic beverages and smoking are prohibited in library facilities.
- The library may have designated personnel observe meetings in progress.
- Meeting spaces may be reserved a maximum of twice per month, and twenty-four times per year, system wide, for any one group. Reservations may be made twelve months in advance beginning with the first day of the current month.

**ROWAN PUBLIC LIBRARY
PUBLIC USE OF LIBRARY MEETING ROOMS
POLICY**

Adopted October 29, 1986 by Rowan Public Library Board of Trustees, updated 9/23/09

Service Objective

As a service to the community, the Rowan Public Library provides meeting rooms for the lawful activities of groups and individuals as well as for library-sponsored activities. In accord with the LIBRARY BILL OF RIGHTS, to which this library subscribes, the library will make the meeting rooms "available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use". Permission to use a library meeting room is not an endorsement by the library staff or Board of Trustees of the user or user's belief.

Eligibility Requirements

1. All groups and individuals are eligible to use library meeting rooms, except those whose activities:
 - a. would tend to incite or produce imminent lawless action
 - b. would tend to be disruptive of other library functions
 - c. are obscene
 - d. are obviously promoting false and misleading information
 - e. are defamatory
 - f. are purely commercial in nature
2. Further use of library meeting rooms may be denied to groups or individuals who violate these guidelines or other applicable rules and regulations.
3. The Library Director is authorized to make decisions regarding the eligibility of groups or individuals to use the library meeting rooms, when questions arise. Decisions may be appealed to the Board of Trustees for review. The decisions of the Board of Trustees shall be final.
4. An adult representative (i.e. a person at least 18 years of age) of the groups or individuals planning to use a meeting room must complete an APPLICATION AND AGREEMENT FOR USE OF MEETING ROOMS prior to a meeting.

Frequency of Use

1. In providing this service, an effort shall be made to insure that the greatest number of people will be able to utilize the meeting rooms to the greatest extent possible. To this end, the frequency of use of meeting rooms may vary according to the needs of the local community.
2. Groups and individuals shall be limited to such number and times of meeting as shall not pre-empt the use of the meeting room to the extent of:
 - a. materially interfering with basic and primary library functions
 - b. depriving other eligible groups or individuals from using the meeting rooms at

reasonable intervals and on reasonable occasions.

- c. Meeting spaces may be reserved a maximum of twice per month, and twenty-four times per year, system wide, for any one group.
3. Reservations may be made twelve months in advance beginning with the first day of the current month.

User Responsibilities

1. Users are subject to all applicable library rules and regulations.
2. Users shall conduct themselves in a manner which will not disrupt the use of the library by others.
3. Users shall be responsible for leaving the meeting room in a clean and orderly condition.
4. Users shall be responsible for personal materials and/or equipment which are left in the meeting room.
5. If requested, users shall provide, prior to a meeting, handout literature, materials to be exhibited, and press releases to the Library Director or Branch Supervisor.
6. Upon signing the APPLICATION AND AGREEMENT FOR THE USE OF MEETING ROOMS, the representative of the users shall assume personal responsibility for:
 - a. The conduct and behavior of persons attending the meeting when necessary.
 - b. Notifying the library of the number of persons attending the meeting.
 - c. Payment for any damage to library property resulting from the meeting.

Restrictions on the Use of Meeting Rooms

1. Meeting rooms may not be used for an individual or family's private social function.
2. Alcoholic beverages are prohibited.
3. Smoking is prohibited in library facilities.
4. The library reserves the right to limit attendance based on space available and safety regulations.
5. The library reserves the right to have personnel observe meetings in progress.
6. Individuals or groups shall not charge admission, or promote or advertise services or memberships, or sell products, services, or memberships; or conduct any for-profit related activity or information distribution at meetings; with the exception that non-profit clubs may collect dues or sell club items, such as collectibles, among club members only, and with the exception of recovering meeting expenses such as meals or work materials.

ROWAN PUBLIC LIBRARY
APPLICATION FOR MEETING ROOM USE

Headquarters_____ South Regional_____ East Branch_____

Name of Group or Individual: _____

Name of Representative: _____ Position in Group: _____

Telephone: Business _____ Home: _____

Cell: _____ email: _____

Mailing Address: _____

Meeting Date/Time: _____ Attendance: _____

Type of Activity: _____

I, as a representative of my organization, agree to abide by the policies and procedures of the library with regard to meeting room use. I have initialed the items below to indicate that I understand and will comply with these policies and procedures.

_____ We will charge no fees or admission, except for those needed to cover the expense of providing the meeting. (i.e. Cost of workbooks or meals, if provided)

_____ We will not promote or advertise services or memberships, or sell products, services, or memberships; or conduct any for-profit related activity or information distribution at our meetings; with the exception that non-profit clubs may collect dues or sell items, such as collectibles, among club members only.

_____ We will ask a library staff member about any audio-visual equipment use, and return any equipment used.

_____ We will not schedule our meeting before the library opens, and we will conclude our meeting at least fifteen minutes before the library closes.

_____ We will be responsible for crowd control.

_____ We will refrain from publicizing or announcing our event until room approval is confirmed.

_____ We will use the following words in any publicity: "This program is not sponsored by Rowan Public Library."

_____ We will set up all chairs and tables for our meeting and leave the room and/or kitchen clean, including trash and recyclables removal. A fee may be assessed for cleaning service if the room is not left clean.

_____ As a representative of the above-named group or individual, being at least 18 years of age, I have read the library's policy and guidelines regarding the use of meeting rooms and agree to assume the responsibility for adherence to them.

_____ Meeting spaces may be reserved a maximum of twice per month, and twenty-four times per year, system wide, for any one group. Reservations may be made twelve months in advance beginning with the first day of the current month.

Signature of Applicant _____ Date _____

Signature of Library Director/Manager _____ Date _____

Questions/Reservations/Return to:

HQ-Main Library, Salisbury: Cyndii Owen, 704-216-8240, cynthia.owen@rowancountync.gov, 201 W. Fisher St, Salisbury, NC 28144
South Regional, China Grove: Joan Cress, 704-216-7734, joan.cress@rowancountync.gov, 920 Kimball Rd., China Grove, NC 28023
East Branch, Rockwell: Laurie Lyda, 704-216-7841, laurie.lyda@rowancountync.gov, PO Box 550, Rockwell, NC 28138