

ROWAN PUBLIC LIBRARY

Meeting Room Guidelines

Effective May 12, 2006, updated 09/23/09,07/28/2017, 09/1/2021, 03/18/2024.

The library is happy to provide meeting rooms for your group's use. Below are guidelines and rules to help you reserve a meeting room and plan for your event.

1. A completed *Application and Agreement for Use of Meeting Rooms* form must be submitted within seventy-two (72) hours of a reservation request (5 days if by mail). If the completed and signed application is not received within this period, reservation(s) will be cancelled.
2. Meeting spaces may be reserved a maximum of twice per month, and twenty-four (24) times per year, system wide, for any one group. Reservations may be made six (6) months in advance.
3. The amount of time reserved for meetings should include pre-meeting set-up and post-meeting clean-up. Be sure to allow time before the meeting starts to set up the room and test presentation equipment.
4. All reservations will be scheduled to end fifteen (15) minutes before the library closes. Post-meeting clean-up must be completed fifteen (15) minutes before the library closes.
5. Projectors, screens, easels, and various audiovisual equipment may be available depending on the meeting room reserved. Any requests for presentation equipment should be listed on your *Application and Agreement for Use of Meeting Rooms* form.
6. Notify library staff if you need assistance setting up library-owned presentation equipment.
7. Restrooms and water fountains are available near meeting rooms.
8. Parking is available in library parking lots at Headquarters (Salisbury), South Branch (China Grove/Landis) and West Branch (Cleveland).
9. At East Branch (Rockwell), parking is available streetside or in the municipal parking lot near the branch's first-floor entrance.
10. People attending meetings are to enter and exit the library's main entrances.
11. Exterior doors may not be propped open. Contact library staff to request a door be unlocked. Library staff may remain around unlocked doors to monitor use for safety and security.
12. Tables and chairs may be arranged in any manner you choose but cannot block emergency exits. Tables and chairs should be kept in the meeting room to which they belong. Library staff are not able to assist with room set-up.
13. Notify library staff if you need additional tables and chairs located in locked storage areas.
14. Your group is responsible for cleaning the meeting room and/or kitchen after use, removing all items brought in, and disposing of all trash and recyclables in available receptacles. A fee may be assessed for cleaning service if a room is not left clean.

15. Meeting rooms may not be used for individual or family private social functions.
16. Meeting rooms may not be used for depositions.
17. 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.
18. Alcoholic beverages and tobacco/vaping products are prohibited in library facilities and on county property.
19. Balloon releases are not permitted anywhere on library property.
20. The Library reserves the right to have library staff observe meetings in progress and monitor meeting room entrance and exit doors.
21. Attendance must be recorded on the attendance sheet inside the meeting room. This statistic helps the library show room usage, support funding requests, and justify meeting room maintenance costs. Failure to provide attendance numbers can result in loss of meeting room use.

ROWAN PUBLIC LIBRARY

PUBLIC USE OF LIBRARY MEETING ROOMS

POLICY

Adopted October 29, 1986 by Rowan Public Library Board of Trustees, revised 7/28/2017, 08/25/2021

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 library staff or Rowan Public Library 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 policies or other applicable laws, regulations, and procedures.
3. Further use of meeting rooms may be denied to groups or individuals who fail to cancel reservations, thereby depriving other eligible groups and individuals from utilizing meeting rooms.
4. The Library Director is authorized to make decisions regarding the eligibility of groups or individuals to use library meeting rooms. Decisions may be appealed to the RPL Board of Trustees for review. The decisions of the RPL Board of Trustees shall be final.
5. An adult representative (a person at least 18 years of age) of the group or individuals planning to use a meeting room must complete the *APPLICATION AND AGREEMENT FOR USE OF MEETING ROOMS* prior to the meeting.

Frequency of Use

1. In providing this service, an effort shall be made to insure the greatest number of people will be able to utilize meeting rooms to the greatest extent possible. To this end, 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 meeting rooms at reasonable intervals and on reasonable occasions.
 - c. Meeting rooms 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 six (6) months in advance beginning with the first day of the current month.

User Responsibilities

1. Users are subject to all applicable library policies and procedures.
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. Upon request, users shall provide handout literature, materials to be exhibited, promotional materials and press releases to the Library Director or Branch Supervisor.

6. Upon signing the *APPLICATION AND AGREEMENT FOR 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. Providing the number of persons in attendance to the library in a timely manner.
 - c. Payment for any damage to library property resulting from the meeting.
 - d. Payment for any special cleaning services resulting from the meeting.
7. Users shall notify the library as soon as practicable if they need to cancel a reservation.

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. Use of tobacco products is prohibited.
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 meeting room use 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 and AGREEMENT for USE of MEETING ROOMS

Adopted October 29, 1986 by Rowan Public Library Board of Trustees, revised 7/28/2017, 08/25/2021

Applicant Name (Group or Individual): _____

Name of Group Representative: _____ Position in Group: _____

Telephone: _____ Alternate Phone: _____ Email: _____

Mailing Address: _____

Requested Date/Time: _____ Anticipated Attendance: _____

Type of Activity: _____

Meeting Room Requested:

**Headquarters
(Salisbury)**

_____ Hurley Room
_____ Stanback Auditorium
_____ Meeting Room Kitchen

**East Branch
(Rockwell)**

_____ Meeting Room

**South Rowan Regional
(China Grove)**

_____ Meeting Room

**West Branch
(Cleveland)**

_____ Meeting Room 2
_____ Auditorium
_____ Kitchen

Presentation/Audiovisual Equipment Requested: _____

_____ We are not requesting any presentation/Audiovisual equipment.

I, as a representative of my group, agree to abide by the policies and procedures of Rowan Public Library with regard to meeting room use. I have **initialed** the items below to indicate I understand and will comply with these library policies and procedures. Failure to abide by library policies and procedures will result in loss of meeting room use.

_____ 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 for assistance with presentation/audiovisual equipment as needed. We understand equipment may have to be checked out from the library circulation desk, in which case, a RPL library card in good standing will be required.

_____ 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 provide the attendance number to the library in a timely manner.

_____ 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 statement in any publicity: "This program is not sponsored by Rowan Public Library."

_____ We will be responsible for setting up all chairs and tables for our meeting.

_____ We will be responsible for leaving meeting room(s) and, if used, kitchen areas clean. We understand a fee for cleaning services may be assessed if the meeting room is not left clean.

_____ We will be financially responsible for damages to library property resulting from our meeting.

_____ Meeting rooms 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 six (6) months in advance beginning with the first day of the current month.

_____ As a representative of the above-named group or individual, being at least 18 years of age, I have read the library's *Public Use of Library Meeting Rooms Policy* and *Meeting Room Guidelines* regarding the use of meeting rooms and agree to assume the responsibility for adherence to them.

_____ We will notify the library as soon as practicable if we need to cancel a reservation.

Signature of Applicant: _____ Date: _____

Signature of Library Director/Manager: _____ Date: _____

Return this application to the appropriate branch listed below. Contact staff member listed below for more information. If you have not been contacted by the library about your request within 2 business days, call 704-216-8233.

RPL Headquarters: Alesha Woods 704-216-8240, Alesha.Woods@rowancountync.gov, 201 W. Fisher St, Salisbury, NC 28144

South Rowan Regional: Brooke Taylor, 704-216-7732, Brooke.Taylor@rowancountync.gov, 920 Kimball Rd., China Grove, NC 28023

RPL-East Branch: Sydney Smith, 704-216-7841, Sydney.Smith@rowancountync.gov, PO Box 550, Rockwell, NC 28138

RPL-West Branch: Brooke Taylor, 704-216-8291, Brooke.Taylor@rowancountync.gov, 201 School St, Cleveland, NC 27013

Contact Info As of 02/14/2024