

# Alamance County Public Libraries

## Meeting Room Policy

Meeting rooms of the Alamance County Public Libraries are available free of charge to groups and individuals for public programs or meetings of a non-profit, educational, cultural or civic nature. Meeting rooms are available on equal terms for the lawful activities of all groups regardless of their beliefs or affiliations. Approval to use meeting rooms does not constitute the library's endorsement of the group's or individual's policies or beliefs.

1. Permission to use the meeting room must be obtained in writing by completing the attached application. Only adults (persons eighteen years or older for the purposes of this policy) may reserve the room and the applicant must be present while the room is in use.
2. Library sponsored programs will receive first priority after which applications will be considered on a first-come, first-served basis.
3. No group may reserve the meeting room continuously for the same time if such reservation regularly denies other groups the use of the room. Meeting rooms may be booked no more than 45 days in advance.
4. Meeting rooms must be used during regular library hours except under certain circumstances when advance arrangements have been made.
5. All meetings and programs must be open to the public. Library staff may attend and observe any meeting at any time.
6. The following uses of the library meeting rooms are not allowed:
  - a) commercial or for-profit functions including the sale or promotion of products or services, or the solicitation for later sales or client contact
  - b) the collection or solicitation of fees, dues, or donations, except at library-sponsored events
  - c) social events, including, but not limited to, showers, birthday parties, or reunions
  - d) programs or meetings likely to disrupt the use of the library by others
7. Attendants shall follow all general library rules and regulations which include the supervision of children at all times.
8. Groups reserving a meeting room are responsible for the set-up and/or arrangement of tables and chairs, and shall leave the room in a clean and orderly fashion. The individual applying for use of the meeting room is considered the responsible party and will be held liable for the cost of any damage to library property.
9. Light refreshments are allowed at all facilities and are limited to those which can be served and easily disposed of upon completion of activities. Groups and/or individuals serving food will be responsible for clean-up.
10. All advertisement and publicity for events held in the meeting rooms must clearly state organizational sponsorship. The library address and phone number may be publicized only as the location of the event and as a source to contact to verify event date and time.
11. The library will not be responsible for loss, theft, or damage of materials and equipment left in the library.
12. The library should be notified immediately if cancellation is necessary.
13. Any individual or organization not complying with the above regulations may be denied use of the meeting rooms in the future.
14. Exceptions to these regulations will be considered by the library director upon written request.

Revised May 2006

# ALAMANCE COUNTY PUBLIC LIBRARIES

## MEETING ROOM APPLICATION

A completed application must be submitted for each date of use. Each application will be reviewed and the applicant will be contacted in regards to the status of his or her application. **Reservations for the meeting rooms are not confirmed until the application has been approved.**

**The undersigned hereby acknowledges that he/she has read the attached Meeting Room Policy and agrees to adhere to all rules and regulations governing use of the meeting rooms. Any individual or organization not complying with these rules may be denied use of the meeting rooms in the future.**

\_\_\_\_\_  
(Signature of applicant) Today's date: \_\_\_\_\_

Date of use: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m.

Person applying: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Subject of the meeting: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

### Equipment request:

Equipment listed may not be available at all facilities.

\_\_\_overhead projector \_\_\_slide projector \_\_\_TV/VCR \_\_\_LCD projector \_\_\_screen

I accept full financial responsibility for the loss or damage of any equipment checked out on my library card. \_\_\_\_\_

initial

Library card # \_\_\_\_\_ Driver's license \_\_\_\_\_

=====  
\_\_\_Approved

\_\_\_Not approved

\_\_\_Approved subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
(Librarian in charge)