

**HOUSTON COUNTY PUBLIC LIBRARY  
MEETING ROOM POLICY March 6, 2009**

**Purpose**

As part of its service to the community, the Houston County Library System provides meeting rooms for use by local community groups and/or local organizations. This space is designated for use by library sponsored or co-sponsored programs, Houston County community group activities, Houston County organizations, Houston County city governments, and Houston County government. Programs held in the meeting room are provided as a public service and are not endorsed or sponsored by the Houston County Public Library.

The library facilities shall not be used for any commercial activity unrelated to a program or exhibit which falls within the normal scope of authorized library functions. For example, an author or artist discussing, presenting, or displaying their works will be permitted to offer these works or objects of art for sale during the program, presentation, or exhibit.

Meetings, events, programs or activities that might disturb regular library operations shall not be permitted. If a meeting or event in progress does disturb regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of the disturbance, shall immediately be asked to discontinue the disturbance or vacate the premises and property.

Nola Brantley Memorial Library and Perry Library have local history rooms. These rooms are intended to be available at all times for library patrons seeking information about genealogy, local history, and/or our local communities. These rooms are for library use only and may not be used as meeting rooms for any group or organization.

**Library Use**

Library sponsored programs or activities, such as children's story times, computer classes, book talks, and staff training, will always receive first priority for use of the meeting room.

**Reservations and Deposits**

All reservations for use of the meeting room must be approved by the Head Librarian at the requested branch. The meeting room is not considered to be reserved "upon request". The reservation will be placed on the meeting room calendar by the Head Librarian when it has been approved. Head Librarians, at their discretion, may refer some requests to the Meeting Room Committee of the Houston County Library Board for their approval. The Meeting Room Committee meets on an as-needed basis at 6:30 P.M. before the regular monthly meeting of the Library Board. Denials will be notified in writing, either by email or by regular mail, and will include the reason that the request was not approved.

A security deposit of \$25.00 in advance will be required to insure reservation of the room and is payable upon approval of the reservation request. Library staff will inspect the room before and after use and will return the \$25.00 deposit at that time if the room has been returned to its original condition and no damage has occurred.

The Library cannot guarantee a regular meeting place for any group or organization. As a community resource, this room should not be monopolized by a limited number of groups or organizations. The Meeting Room may not be reserved for more than one (1) meeting in advance and for a date no more than two (2) months in advance.

**Initials and Date Read** \_\_\_\_\_

## **Capacity**

Maximum capacity for the meeting room in Warner Robins is 55, Centerville is 40, and Perry is 46. Attendance at public programs must not exceed these limits. These numbers, however, do not indicate the number of attendees who may be seated comfortably in the room. Groups requesting reservation of the room should be certain that space and seating is adequate prior to the use of the room.

## **Rules**

**All meetings are open to the public.**

**The room may be used only when the library is open.**

**No food or beverages are allowed in the building.**

**No smoking is permitted in the building.**

**No alcoholic beverages may be consumed on Library property.**

**The library is not responsible for any materials, equipment, supplies, etc. owned or exhibited by a group or organization using the room.**

**The library shall not be used as a mailing address or a regular meeting place for any group or organization.**

**No admission charges for any program may be made by the sponsoring group or organization. A fee for workshop materials must be made known in advance to both the public and the Library Board.**

**No individual, group, or organization may use this room for personal profit other than a library sponsored program, activity, or exhibit.**

**It is the responsibility of the group members to set up the room and to restore the room to the condition in which it was found. This means that tables, chairs, and equipment are restored to the storage areas.**

**Any damages done to the room will be charged to the group or organization using the room. This includes carpet cleaning if the group leaves it stained. The person signing the reservation request will be held responsible for seeing that these damages are paid.**

**There must be an adult in the room at all times when used by a group under eighteen (18) years of age.**

## **Equipment**

Groups may use the library's television, VCR and/or DVD player, if available, with prior approval of the Library Board. Groups are permitted to bring their own A-V equipment.

**Initials and Date Read \_\_\_\_\_**

**Branch** \_\_\_\_\_

**HOUSTON COUNTY PUBLIC LIBRARY  
MEETING ROOM APPLICATION**

I have read, understand, and agree to the Houston County Public Library's policy concerning meeting room use. These rules and regulations will be observed by this group while using the meeting room. I understand that the violation of any rule or rules set forth in this policy will result in immediate expulsion from the room and loss of future meeting room privileges. I agree to accept responsibility for any damages incurred during the use of this room by this group.

Today's Date \_\_\_\_\_

Reserved Date \_\_\_\_\_

Current Time \_\_\_\_\_

Reserved Time \_\_\_\_\_

Deposit Taken \_\_\_\_\_

Deposit Returned \_\_\_\_\_

Name of Organization \_\_\_\_\_

Description of Group or Organization \_\_\_\_\_  
\_\_\_\_\_

Mailing Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Person Responsible \_\_\_\_\_

Local Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Equipment required \_\_\_\_\_

Amount of fee to be charged for materials \_\_\_\_\_

Purpose of meeting / Agenda \_\_\_\_\_  
\_\_\_\_\_

Signature of Person Responsible \_\_\_\_\_

\*Please attach a copy of any materials, brochures, flyers, or announcements to be used prior to or in conjunction with this meeting.

**Approved** \_\_\_\_\_

**Date** \_\_\_\_\_