

MEETING AND STUDY ROOM POLICY

Meeting and study rooms are primarily for the Member Library's use in providing adult and children's programs and other library-related uses. The community may also enjoy the privilege of using the meeting and study rooms provided the following policies are observed.

The meeting and study rooms may only be used by patrons with a valid library card or by non-profit groups. Commercial ventures are never permitted. Private social functions, fund raising activities, and the selling of goods or services are not allowed. Political campaigning, and fundraising are not allowed.

All meetings must be open to the public and held during library hours.

A \$50.00 rental fee will be assessed for use of the meeting room. Use of the meeting room is limited to a maximum of four (4) hours.

Use of the study room is on a first-come first-serve basis. Patrons may sign up to use the study room at the circulation desk. Patrons may use the study room for up to two (2) hours per day. If no one is waiting to use the study room, this time may be extended by the Library Manager.

Library use of the room in providing adult and children's programs and other library-related uses takes precedence over scheduled reservations.

Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs. Neither the name nor the address of the library or the Azalea Regional Library System may be used as the official address or headquarters for any organization.

Requests for recurring meetings must be submitted in writing to the Library Manager. The requesting group may only schedule meetings for a period of no more than three consecutive months; however, organizations that are a unit or subunit of a library's funding agency as well as state and federal government agencies are not subject to these restrictions.

Children's or teenagers' meetings must be supervised by an adult (18 years or older) who will be in attendance and held responsible at all times.

The person booking the facility, as well as the organization, is responsible for any damages that should occur as a result of the use of the facilities. Facilities will be inspected after each meeting. Users shall pay the cost for repair of any damages to facilities as determined by the library.

The library is not responsible for setting up the room. Patrons will be responsible for arranging furnishings before and after their meetings as well as restoring the room to its original condition. Any tables and chairs removed from the storage room must be returned to storage. All trash must be removed from the building. Any items, equipment, or supplies left in the room becomes property of the Member Library.

The library does not furnish supplies (pencils, markers, paper, tape, etc.) for meetings or any equipment (VCR, DVD players, microphones, etc.)

No signs or banners may be placed anywhere in the library without permission. The use of tape, tacks, or nails to hang anything in the meeting room is strictly prohibited.

Smoking is strictly prohibited in all areas of the library, including the meeting room, study rooms and grounds. Alcoholic beverages are prohibited.

A valid library card or driver's license must be presented when the "Meeting and Study Rooms Agreement" form is obtained at the circulation desk and before use of the rooms.

In the event of cancellation, the requester should promptly notify the Library Manager. Payment will not be returned unless a cancellation is made 24 hours in advance of the scheduled meeting.

Failure to comply with regulations will result in denial of use of the meeting and study rooms for one year.