

**Meeting Room Policy.** Availability of study/meeting rooms varies by location. Reservations must be made at the location you are requesting.

## **1. Applications:**

- a. Room reservations must be made using the Dorchester County Library Meeting Room Agreement form (Appendix H).
- b. A tentative reservation securing the room for 48 hours is available by phone, email, fax, or in person. If the actual signed application is not received within the 48-hour time limit, the tentative reservation will be cancelled, and the room will be considered open for other applicants.

**NOTE:** Use of the Library's meeting rooms does not constitute Library approval of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

## **2. Guidelines:**

- a. The meeting rooms in all Dorchester County Library facilities are primarily for the use of the Library System for programs that promote or provide library services.
- b. When a meeting room is not in use by the Library, the meeting rooms are available on a first come, first served basis to groups and organizations as specified herein. Reservations are made by completing an application, which must be approved by the Branch Manager.
- c. Library meeting rooms are available at times and locations that do not conflict with daily operations of the Library.
- d. Standing reservations for monthly meetings may be scheduled for a three-month time period. Applicants may reapply at the end of the three-month time period.
- e. All approved meetings are open to the public (to include the media).
- f. No admission is charged for those attending the meetings.
- g. No sale of goods or services or the solicitation for future sales or services will be permitted without prior Library Administration approval. ("Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. Public property, such as Dorchester County Library facilities is held in trust for the public. It is to be used for public and

governmental purposes and governmental property is not to be used for private gain.)

**h.** Acceptable usage of the Library's meeting rooms includes:

- (1)** Library sponsored activities and programs
- (2)** Government agencies and non-profit groups (IRS 501c3)
- (3)** Educational programming or community service groups

**i.** Library public meeting rooms are not available for the following uses:

- (1)** Political campaign purposes (non-partisan political forums are permitted)
- (2)** Any unlawful purpose not consistent with local, state, or federal law
- (3)** Activities that disturb regular library functions
- (4)** Press conferences
- (5)** Individual or private parties or social gatherings

**j.** The following restrictions are applicable:

- (1)** Per local fire regulation, attendees may not exceed the posted occupancy load for the meeting rooms.
- (2)** Facility users are responsible for checking for posted fire exits and evacuation procedures.
- (3)** The applicant is responsible for managing orderly behavior of all attendees. The Library may require the applicant to provide adequate security services. Adult supervision is required for any group of minors. Misconduct by participants or misrepresentation on the application may result in rejection of an organization's future applications (in the event of severe misconduct, the library staff may immediately terminate the event/meeting and clear the premises).
- (4)** The Library reserves the right to override a reservation in order to reserve the meeting room for Library sponsored events.
- (5)** The Library reserves the right to cancel a reservation in the case of an emergency closing.
- (6)** Meetings will not be scheduled before or after Library hours without Library Administration approval. Group representatives may not enter library buildings, nor will deliveries be accepted, before the regular opening time.

**k.** The name, address, and phone number of the Library may not be used as the official contact information or headquarters location of any outside organization.

**l.** Library facility phone numbers will not be used as contact phone numbers for scheduled meetings/events.

- m. Library Administration must approve any signage, decorations, or literature to be displayed in the room for compliance with this policy. No signage may be affixed to the walls, woodwork, ceiling, or furniture. Decorating is permitted, but certain types of decorations are prohibited. Restrictions include, but are not limited to:
- (1) Confetti
  - (2) No open flame of any kind
  - (3) Decorations incorporating metallic glitter
  - (4) Nails, thumbtacks, or staples on any room surface except bulletin boards
  - (5) Tape on walls, ceilings, and woodwork
- n. Audiovisual equipment and computer equipment is available for public use. Users will be held responsible for any repairs or replacement costs for damaged or destroyed equipment. Available equipment varies from one location to another and will not be transferred from one location to another. See application for available equipment. Library staff does not provide technical assistance for equipment not supplied by the library.
- o. Before entering the meeting room, the applicant must sign in at the Circulation Desk to gain access to the room, furniture, and all equipment requested.
- p. The applicant and/or organization using the meeting rooms agrees to assume full liability for any losses or damage beyond reasonable wear that may occur to the building or meeting room. The sponsoring organization will also be responsible for setting up, cleaning up, and returning the furniture to the original arrangement or location. Due to lack of security and space constraints, the Library is unable to store equipment or supplies and cannot assume responsibility for any materials left on the premises. All decorations and displays must be removed by the organization at the conclusion of the meeting/event, unless other arrangements have been made with Library Administration.
- q. The meeting room must be cleaned, inspected by a library staff member, and vacated 15 minutes before the Library's closing time. Failure to comply with this regulation will result in forfeiture of future use of a meeting room.
- r. The Library is not responsible for any items left on library premises.
- s. Insurance coverage is not provided for any events/meetings held on library premises.
- t. Light refreshments or beverages may be served in public use meeting rooms. No alcoholic beverages are allowed. No kitchen facilities are

available. All Dorchester County Library System facilities are non-smoking. No firearms or weapons of any type are permitted on the premises.

- u.** The Library Director shall have final authority regarding use of library meeting rooms and/or cancellation or discontinuance of meeting room reservations.