

APPALACHIAN REGIONAL LIBRARY

Meeting Room Policy

Approved 5-15-14

ARL's meeting spaces are primarily for the use of the library and for the local Friends organizations or other groups whose sole purpose is to support the library.

When not being used for library purposes, meeting rooms may be used without charge by non-profit community groups, organizations, civic associations, and government groups located in the Ashe, Watauga, and Wilkes Counties.

Additionally, for-profit groups and out-of-area non-profit or government groups may use library meeting spaces for a fee of \$25 per each 2 hour block of time. Payment must be made by cash or check before a meeting space is turned over to a group. For-profit businesses may rent a room for staff training and similar in-house functions, but may not use a room to sell, solicit, prospect for customers, take orders, or for any other strictly commercial purpose.

Reservations for meeting spaces are made on a first come, first served basis, and all groups (library groups included) should make reservations prior to using a room. Room assignment is at the discretion of library staff and is subject to change without notice; a group will generally be assigned to the smallest room that can comfortably accommodate it.

When not reserved, a meeting space may be used on a first-come, first-served basis. In order to control the use of library space and collect statistics, any group desiring to use a library meeting space must fill out an application form and receive permission to use the space prior to doing so.

The library reserves the right to reschedule any group meeting in order to meet its own requirements for priority programs or activities.

Ineligible Uses

1. Those which tend to incite or produce imminent lawless action or are obscene or defamatory.
2. Those which tend to be disruptive of other library functions.
3. Those that are primarily social or benefit only private individuals.
4. Those that are primarily commercial in nature.
5. Those that are closed to the public (except when in use by for-profit or government groups).
6. Regularly scheduled meetings for any organization other than those co-sponsored by the library.
7. Fund raising events for any organization other than the library.

Group/Meeting Requirements:

1. Reservation of a meeting room is limited to groups of three (3) or more individuals; a room's fire code capacity (as listed on the application form) may not be exceeded. Study rooms are available on a first-come, first-served basis for use by one or two people. If a study room is unavailable and two people wish to use an available meeting room, they may request to do so.
2. Since permission to use a meeting room does not imply an endorsement of the group or group's beliefs, all publicity must clearly state that the meeting or program is not sponsored by ARL or any of its member libraries.
3. Meetings must be free and open to the public (except when in use by for-profit or government groups).
4. The timing of all events scheduled in the room must be within the library's regular operating hours and must conclude 15 minutes prior to the library's closing time. Exception: Watauga County Public Library meeting room.
5. Adult supervision for meeting room events designed primarily for children or young adults must be guaranteed a ratio of one (1) adult for every ten (10) children in attendance.
6. The group using the meeting room may rearrange the room to meet its needs, including, if necessary, reasonable accommodations for persons with disabilities. Under no circumstances can furniture or other items block the fire exits.
7. Groups must allow sufficient time for set up and cleanup when booking reservations. If additional furniture or equipment is needed other than what is furnished by the library, advance approval by the designated library staff is required.
8. The group must leave the room and adjoining kitchen clean and orderly. Failure to do so will result in a minimum charge of \$25.00. Light refreshments are permitted; the use of the kitchen's ovens (if available) is for warming purposes only. No alcoholic beverages are allowed on the premises of the library. All ARL libraries are smoke-free.
9. The person who signs the application form and the person in charge of the meeting are jointly and severally liable for damages, and must assume all financial responsibility for damage to the facilities, equipment, and property. The group requesting the use of the room should be aware that the signing of the application for use of the room by any representative of the group releases the Appalachian Regional Library of any responsibility for any damages, loss, or personal injury suffered during the period of the agreement.
10. The person reserving the room must provide the library with a head count after the meeting for statistical purposes.
11. Groups who wish to cancel their reservation for using the room must notify the library staff member responsible for scheduling meeting rooms.
12. Storage of supplies, equipment, or personal effects belonging to users of the room is not permitted.
13. All individual members of a group using a meeting room are subject to all applicable library policies.

14. If using a room outside of regular library hours at the Watauga County Public Library all exits must be secured before departing the facility.
15. After consultation with the Director of Libraries, the County Librarian may deny further use of the meeting room to a group that violates the Appalachian Regional Library's policies and procedures.

Application Process

1. A completed "Meeting Room Application Form" must be submitted to the designated library staff member before the activity in order for the reservation request to be official.
2. Reservations must be made by an adult (18 years of age or older) representative of the group.
3. Rooms may not be reserved more than 90 days in advance. For the convenience of regular users of the room, a signed application will be kept on file for the current calendar year.
4. If required, payment must be made before a group is allowed into the meeting room.

(This policy replaced the Meeting Room Policy approved 11/19/2009 and the Conference, Committee, and Board Room Policy approved 7/15/2010.)