

Meeting and Study Room Policy Appalachian Regional Library

MEETING ROOMS

Appalachian Regional Library (ARL) meeting rooms are available for use when they are not scheduled for library activities, subject to the regulations set forth in this policy. The purpose of this policy is not to control the content of events held in the meeting rooms but to set basic terms and conditions for their use. Meeting rooms are defined as those designed to accommodate four or more people.

Applications (FOL exempt)

- All groups must complete a meeting room application on an annual basis. Meeting room applications, regardless of when they were submitted, expire on December 31 each year.
- Meeting room applications and procedures may vary across ARL counties. An application is only valid for meeting rooms in the county where it is submitted.
- Meeting room applications and reservation forms will be considered part of the public record and will not be considered confidential patron records.

Reservations

- All groups must complete a reservation form for each reservation.
- Reservations are considered on a first come, first served basis.
- Reservation forms must be completed by an adult who will be present for the duration and is responsible for attendees' adherence to all library policies.
- While groups may request a specific room, room assignment is at the discretion of library staff and is subject to change without notice.
- The library reserves the right to cancel any reservation in order to accommodate library activities.
- Pending availability, groups may schedule up to two reservations per month. At the discretion of the county librarian, groups may schedule additional reservations as capacity allows. (FOL exempt)
- Groups may make a reservation up to two months in advance. (FOL exempt)
- Available reservation times
 - Ashe & Wilkes: All events must take place during the library's hours of operation. Reservations must begin at least 15 minutes after opening and conclude at least 15 minutes before closing.
 - Watauga: Most events must take place during the library's hours of operation. In general, reservations must begin at least 15 minutes after opening and conclude at least 15 minutes before closing. With

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special permission, groups may be allowed to use the meeting room outside the library's hours of operation. If after-hours access is approved, groups must secure all exits before departing.

- Reservations must include time for set-up and cleanup. Groups are expected to arrive and depart promptly.
- When not reserved, meeting rooms may be used on a first come, first served basis at the discretion of library staff.
- If the library is closed due to adverse weather or another emergency, meeting room reservations are automatically cancelled.
- Groups must provide notice of cancellation in advance of their reservation.

Group Qualifications

- Groups must have a substantial connection to Ashe, Watauga, or Wilkes Counties.
- All events must be free and open to the public, media, and library staff.
- Meeting rooms may not be reserved for individuals.
- Meeting rooms may not be reserved for private events, such as parties.
- Access will be provided equitably, regardless of the beliefs or affiliations of groups or attendees.
- Permission to use the library's meeting rooms does not constitute an endorsement by the library of the group or its beliefs.

Publicity (FOL Exempt)

- Publicity must include the following statement: Appalachian Regional Library is not a sponsor of this event, nor does it endorse the beliefs, practices, or affiliations of the event sponsors.
- The library address may be included only to communicate the location of the event.
- Publicity may not include images of the library or library logos.
- The library is not obligated to advertise or promote events.

Additional Rules & Regulations

- Activities which tend to incite or produce imminent lawless action or are obscene or defamatory are prohibited.
- Activities must conform to all library policies. Policies are available on the library's website and print copies may be requested.

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- No funds shall be collected on library property. Groups may not charge admission, solicit funds or donations, prospect for customers, sell merchandise, or engage in fundraising. (FOL exempt)
- For-profit groups may only use meeting rooms for internal functions, such as interviews and training.
- Adult supervision for events designed primarily for minors must guarantee a ratio of one adult for every ten minors.
- Events may not disrupt the use of the library by others, and attendees must abide by all library policies.
- A meeting room's fire capacity cannot be exceeded. Fire exits must remain clear. ADA access must be maintained.
- Food and non-alcoholic beverages are permitted with prior approval by library staff.
- Groups are responsible for setup and cleanup, including the removal of garbage. Use of an oven, where available, is for warming purposes only.
- Smoking and open flames are prohibited.
- Storage of supplies, equipment, or personal effects in meeting rooms is prohibited.

Liability

- The adult who completes the annual meeting room application and the adult who completes the reservation form are jointly liable for policy violations and damages to facilities, equipment, and property.
- As a condition of use of the meeting rooms, groups and individuals shall hold the library harmless from any claim or liability.

Reservation of Rights

- The library reserves the right to prohibit use of meeting rooms for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of library business, and failure to compensate the library for damages.

STUDY ROOMS

Study rooms, where available, may be available on a first come, first served basis or by reservation to all library patrons. Please contact your local library for more details. Study rooms are defined as those designed to accommodate fewer than four people.

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Rules & Regulations

- Rooms must be vacated at least 15 minutes before closing.
- Patrons must take all personal items with them upon leaving a study room.
The library cannot be responsible for personal items.
- Rooms must be left in a clean and orderly condition.
- Patrons must abide by all library policies.