

LIBRARY POLICY NO. A 10

MEETING ROOM POLICY for PUBLIC USE

Revised: November 25, 2013; August 26, 2019; October 7, 2019; August 28, 2023

I. POLICY

The meeting rooms of the Lexington County Public Library System are intended primarily for Library programs. Other organizations, groups, or individuals may use the rooms subject to availability and the regulations of this policy.

II. REGULATIONS

A. Priority is given to the Lexington County Public Library and affiliated groups.

1. Certain time periods may be reserved on a regular basis for library uses and programs.

B. Groups with 5 or less people can be treated as a conference room reservation, which does not require an application nor deposit.

C. The availability of the meeting rooms for non-library groups is as follows:

1. Meeting rooms may be used by governmental organizations (local, state, or federal) and for public meetings called by governmental public officials.
2. Meeting rooms are available for local groups and businesses for educational, cultural, intellectual, or civic activities.
3. Meeting rooms may **not** be used for the following activities unless **sponsored** by the Library or Friends of the Library:
 - Programs resembling or equivalent to library programming, such as, storytimes, author talks, lectures, book clubs or performing arts, such as, concerts or recitals or physical activities or classes, such as, yoga, exercise or dance classes.
 - Fundraising or sales events, projects, or programs
 - Activities likely to disturb regular library function
 - Social events
4. The following activities are not allowed:
 - Soliciting or actively selling items or services
 - Rallies or campaigns specifically related to partisan political issues or candidates
 - Any activity that violates the Library Code of Conduct

D. Reservation requirements for non-library groups using the meeting rooms are as follows:

1. Reservations will be made on a first-come basis, and no standing reservations are allowed, except for partner organizations. Meeting Room requests are pending until email confirmation is received from library staff.
2. An application must be completed to reserve the meeting room. The person reserving the meeting room must have a current Lexington County Library Card and be at least 18 years of age, and must attend the meeting. In addition, he/she must be present in the room during the entire use of the facility by the group.

3. Meeting Room requests are pending until email confirmation is received from library staff. The security deposit check is to be delivered and the printed application is to be signed and submitted within 3 days of the initial request. Staff will send a confirmation email to the applicant with a copy of the application and policy summary.
 4. The application will be valid for one year and will be filed at the library where the reservation is made.
 5. Reservations may not be made more than 90 days in advance. A group may have only one meeting scheduled on the calendar at any time. If time and space permit, a group may schedule meetings designed as a limited series of parts, e.g., Part One on Tuesday evening and Part Two on Thursday evening.
 4. Meetings must begin during regular library hours. If necessary, meetings that continue after regular library hours may be scheduled. The group leader is responsible for securing the area, making sure all lights are off, and cleaning the room. Meeting attendees must exit through the emergency exit door if the meeting continues after regular library hours. The conference rooms in the larger libraries are available only during regular library hours.
 5. The applicant must have a representative pick up the Checklist form before the meeting. The applicant should return the completed form to staff or, if after hours, leave it in the room.
 6. There is no fee to use the meeting rooms, but a deposit of \$100.00 (checks only) must be paid to ensure that the rooms are left clean and furniture and equipment are returned to their original state. The deposit will be refunded when the Checklist is returned and library staff verify that the room and equipment are in good order.
- E. The following regulations apply to all non-library related groups and non-library programs:
All meetings must be held as public meetings and be open to the press. Attendance may not be restricted in any way including issuing tickets.
1. Use of the Library logo is not permitted.
 2. Any advertisements relating to a meeting **must** include the following statement:

“This meeting is open to the public and is neither sponsored nor endorsed by the Lexington County Public Library. Views expressed are those of the program sponsors and do not necessarily reflect the policies or opinions of the Library.”
 3. No fees may be charged for admission to a meeting, nor a collection taken, or donations requested.
 4. A group must request in advance to use the Library's technology equipment. Library staff will not operate this equipment.
 5. Wifi access is available in the meeting rooms. Smartboards and/or projectors are available. Only library equipment may be used in conjunction with a smartboard.
 6. Groups are responsible for returning the room to its previous set-up before leaving. No tape or adhesive may be used on doors, walls, windows, furniture, or equipment.

7. Library employees are not available to move tables or chairs or otherwise assist with setting up meeting rooms or returning them to their original set-up.
8. Groups may serve light refreshments and box lunches. In the Main Library and the Irmo Branch Library, groups may use the kitchens in the meeting rooms. In all other branches, groups may bring in light refreshments but the staff breakroom may not be used.
9. The applicant is responsible for cleaning meeting room and removing excessive trash. If the library staff determines that special cleanup is required, the \$100.00 will be forfeited.
10. All exit doors must be closed securely. The \$100.00 deposit will be forfeited if exterior doors are not securely closed and locked.
11. Attendance cannot be limited in any way unless it exceeds the maximum occupancy limit of the room.
12. The meeting room reservation applicant will be charged actual replacement or repair costs for any damage done to the room, furnishings, or technology equipment.
13. The Library reserves the right to deny use of the meeting rooms to any group that is disorderly, violates these regulations, or violates the Library Code of Conduct.
14. The Library reserves the right to assign a group to another area.
15. The Director is granted discretion in interpreting the regulations on occasions when applicability of any regulation is unclear.

The Branch Librarian has the discretion to waive fees and regulations for partner organizations including school districts and higher education groups.

III. PROCEDURES

- A. Meeting Room requests will be handled as follows:
1. Determine if the group and the purpose of the requested meeting meet the requirements for using the meeting room as detailed in the regulations. Branch Librarians are responsible for maintaining a list of partners.
 2. Meeting Room requests are pending until email confirmation is received from library staff. The security deposit check is to be delivered and the printed application is to be signed and submitted within 3 days of the initial request. Then, staff will send a confirmation email to the applicant with a copy of the application and policy summary.
 3. If there is a question about the group's eligibility or proposed use of the meeting rooms, refer the request to your supervisor.
 4. Collect the \$100.00 deposit (checks only).
 5. Review the room, equipment requested and applicable checklist form(s) with the applicant the day of the meeting.
- B. When the group's representative returns the Checklist form:
1. Verify that the checklist form(s) have been filled out, particularly noting that the number attending the meeting is listed.
 2. Inspect the room, furnishings, and equipment, utilizing the checklist(s).
 3. If everything is in order, return the \$100.00 deposit.

**LEXINGTON COUNTY PUBLIC LIBRARY
APPLICATION TO USE A MEETING ROOM**

Date _____

Name of organization: _____

Address of organization: _____

_____ Telephone _____

Purpose/function of organization: _____

Applicant name: _____ Library Card Number: _____

Office held in organization: _____

Address: _____

_____ Telephone: _____

Purpose of meeting: _____

Date of Meeting: _____ Time: Start _____ End _____

Technology requested: _____

Expected attendance: _____ Attendance may not exceed the capacity of the meeting room.

DISCLAIMER:

I have read the attached policy including the Library Code of Conduct and agree to abide by it, and understand that I am responsible for charges resulting from my or my group's use of the room or equipment.

Name: _____ Signature: _____ Date: _____

Note: This application is valid for one year. A new application must be completed each year or if meeting purpose changes.

During time for which the Group/Organization uses the Library meeting room, the Group / Organization shall be responsible for any liability and damages (and related attorney's fees and costs) caused by the Group / Organization that may occur to anyone or anything. Further, the Group/Organization shall indemnify the County of Lexington and the Lexington County Library for any liability, damages, attorney fees and costs that are caused by the Group / Organization as result of its use of the Library meeting room.

Internal use only:

Reviewed by: _____ Approval date: ____ Reserved on calendar: _____

If not approved, reason: _____

LEXINGTON COUNTY PUBLIC LIBRARY MEETING ROOM POLICY SUMMARY

The meeting rooms are intended primarily for Library sponsored and Library related programs. Other groups may use the rooms subject to the regulations of this policy. The following is a summary of the regulations that apply to all non-library users of the meeting rooms. The full policy is available at each library branch:

- a) The meeting rooms are available for local groups and organizations (non-profit and commercial) to hold educational, cultural, intellectual, or civic activities. Reservations can be made on a first come, first served basis up to 90 days in advance. The person (over 18 years of age) reserving the room must have a library card and must attend the meeting.
- b) Standing reservations are not allowed. A group may schedule only one meeting on the calendar at a time. A date for the next meeting may be reserved only after the first meeting is held.
- c) The room may **not** be used for social events; physical or musical programs fund raising events or projects; events at which items are sold or clients solicited for products or services; or meetings related to partisan political activities or candidates.
- d) Meetings must begin during regular library hours. Meetings that continue after regular library hours may be scheduled.
- e) Groups are responsible for setting up the meeting room as they desire. They must return the room to its previous set-up before leaving. Library staff will **not** help set up or take down tables or chairs.
- f) Wifi access is available in the meeting rooms. Smartboards and/or projectors are available at some locations. Only library equipment may be used in conjunction with a smartboard.
- g) All meetings must be open to the public and press; attendance may not be restricted in any way; however, it cannot exceed the occupancy limit of the room.
- h) No fees may be charged by any group for admission to a meeting, nor a collection taken or donations requested.
- i) Smoking and alcoholic beverages are not permitted. Groups may serve light refreshments including box lunches. Kitchen facilities are available only in the Main Library and the Irmo Branch. No tape or adhesive of any kind may be used on walls, windows, or furniture.
- j) The room and kitchen must be cleaned, including removal of trash, and left in good condition. A group will be charged actual costs for any damage done to the building or equipment.
- k) A \$100.00 deposit (checks only) must be paid before each meeting. The group's representative will be given a Checklist form at that time. The deposit will be returned when the Checklist is returned and library staff verify that the room is clean and returned to its original set-up. The deposit will be forfeited if the room is not clean, including trash removed, and room returned to its original state.
- l) The Library reserves the right to deny use of the meeting rooms to any group that violates the Code of Conduct. The Library also reserves the right to assign a group to another room.
- m) Use of the Library logo is not permitted.
- n) Any advertisements relating to a meeting **must** include the following statement:

"This meeting is open to the public and is neither sponsored nor endorsed by the Lexington County Public Library. Views expressed are those of the program sponsors and do not necessarily reflect the policies or opinions of the Library."

During time for which the Group/Organization uses the Library meeting room, the Group / Organization shall be responsible for any liability and damages (and related attorney's fees and costs) caused by the Group / Organization that may occur to anyone or anything. Further, the Group/Organization shall indemnify the County of Lexington and the Lexington County Library for any liability, damages, attorney fees and costs that are caused by the Group / Organization as result of its use of the Library meeting room.

**LEXINGTON COUNTY PUBLIC LIBRARY
MEETING ROOM CHECKLIST FORM**

To be completed by applicant:

Equipment secured _____

Trash picked up and removed from building _____

Kitchen cleaned _____

Chairs and tables returned to original set-up _____

Lights turned off in meeting room, bathroom, and kitchen _____

Door locked/Exit secured _____

Number attending meeting: _____

Group: _____

Applicant's name and signature: _____

Telephone: _____

Please return this completed form immediately after the meeting or the following morning.

The deposit will be returned after this form is submitted and library staff has VERIFIED the room is clean and secure. NOTE: The deposit will be forfeited if the room is not clean, including trash removed, and returned to its original set-up and all exits are locked and secured.

To be completed by Library Staff:

Meeting space and equipment checked on (Date): _____ by _____ (staff initials)

Date Deposit Paid: _____ Date Deposit Returned: _____