

## **Onslow County Public Library**

### **Meeting Room Use Policy**

- Onslow County Public Library provides meeting room space free of charge for use by the public Library and its affiliates, units of County, City, State, or Federal government, and organizations designated by the IRS as non-profit.
- The Library allows use of meeting room space for a fee, to be set annually by the Board of County Commissioners, for lawful public use by all other individuals or groups regardless of affiliations or beliefs.
- Library programs and events have priority over all other meeting room reservation requests. The Library reserves the right to reschedule any group to meet its own requirements for programs and activities.
- Granting permission to use Library meeting room space does not constitute endorsement of the meeting's content nor of the sponsoring individual or organization by the Library staff, Onslow County Public Library Board of Trustees or Onslow County Government.

#### **Special Considerations:**

- Because the Library is a department of Onslow County Government, no meeting may be held with the intent of expressing singular religious or political beliefs.
- Meetings must be open to the general public.
- No commercial, private, or social functions will be permitted.
- Only non-profit groups may charge admission/registration fees, directly solicit funds from attendees, or sell products/services during meetings.
- No audition or interview styled meetings will be allowed.
- Smoking is not allowed in Library meeting room space.
- ADA certified service animals will be allowed into the meeting room facilities.

- Consumption or serving of alcoholic beverages will not be allowed in Library meeting space except where prior approval to do so has been granted by special permission of the Onslow County Board of Commissioners.

### **Reservation Requirements:**

- Only persons 18 years or older may reserve public Library meeting room space. Fire code and safety regulations will prevail in limiting attendance.
- Reservation requests must be submitted using the Onslow County Public Library Meeting Room Reservation Application. An electronic copy can be found on the Library's website.
- Reservation requests may be made up to three months in advance and must be made three days before the planned event.
- Reservations may be cancelled without penalty within twenty-four hours (24) prior to the planned event.
- Requestors are limited to no more than three (3) consecutive meetings (weeks, months, etc.) during a time-frame specified by the Library. Requests for standing meetings are not allowed.
- The requested meeting must occur during regular Library operating hours.
- Meetings must end 15 minutes prior to the scheduled closing time of the Library facility.
- Where the requested meeting's audience will consist primarily of youth attendees, the meeting request must specify the name of responsible adults who must be present for the entirety of the meeting. The number of responsible adults must be sufficient to observe and monitor actions of the participants throughout the meeting.

### **Use of Meeting Room Space the Day of the Event:**

- Attendees are subject to all other Library policies and procedures included in the registration packet.
- Meeting organizers are responsible for the set-up of furniture and equipment within the meeting room. Meeting organizers must return furniture and equipment to their original placement prior to the meeting.

- Meeting organizers may bring with them and set up their own general office equipment and supporting furniture; but must seek prior approval before setting up specialized equipment and furniture which may require resources beyond those regularly supplied by the Library.
- The Library is not responsible for equipment, furniture, materials or any other property brought into its facilities by meeting organizers, presenters or attendees. Such property may not be stored in the Library between meeting dates. Requests to secure such items between meeting sessions held the same day or during breaks in meetings may be made to staff. However, by agreeing to do so, the Library does not accept responsibility for the safety and security of such items.
- Meeting organizers or their parent organizations will be responsible for any damage to Onslow County Public Library furniture, equipment or facilities caused by meeting attendees or activities.
- Following the meeting, organizers must clean up trash and debris resulting from the meeting's activities.
- Light refreshments and beverages may be served as a part of the meeting, however heavier food items will not be allowed without prior approval of Library administration.
- No items may be attached to the walls or furniture of the Library facility except when done using surface-safe tape/adhesive products. Regular grade commercial tapes such as scotch tape or heavy masking tapes may not be used to secure items to facility walls or fixtures. All such items must be removed at the end of the program, meeting or event.
- Failure to comply with the provisions of this policy may result in loss of meeting room reservation privileges.

Original Policy approved by Onslow County Board of Commissioners April 20, 2009

Revised policy by the Onslow County Public Library Board of Trustees April 9, 2013

Approved by the Onslow County Board of Commissioners – November 18, 2013