

XX. Meeting Room Policy

As a service to the community, the Sumter County Library System has meeting rooms available at the Main Library and at the Wesmark Branch.

The meeting rooms may not be used for the following:

1. Any purpose which may interfere with the regular operation of the library.
2. Personal or family parties.
3. Programs involving the sale, advertising, solicitation, or promotion of products, services, memberships or classes. This includes tutoring/instruction when compensation is received.
4. Dance or musical programs, unless sponsored by the library
5. For-profit organizations
6. Rallies or campaigns for specific partisan political issues or candidates
7. Press conferences
8. Any unlawful purpose not consistent with the U.S. Constitution

Meetings must be free and open to the general public at all times.

Meetings are scheduled on a first-come, first served basis. The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. There must be an adult present at every meeting.

Meeting Room applications should be updated every six months to ensure that information is kept current.

Library sponsored or co-sponsored programs take precedence over other groups at all times.

One reservation at a time may be made by each organization. A date for the next meeting may be reserved only after the first meeting has been held. Meeting rooms may not be booked more than 45 days in advance.

No standing reservations may be made. Bookings will be on a first-come, first-serve basis. First priority is given to Sumter County Library programs, agencies and affiliated groups such as the Friends of the Library, staff training and business meetings.

Scheduled regular weekly or monthly meetings by organizations will not be allowed.

Non-library groups are encouraged to reserve meeting rooms no more than once a month in a 12-month period, or no more than once a week for a six-week period. Exceptions may be made by the Library Director if demand allows. Groups are also encouraged to reserve meeting rooms at least 48 hours prior to the date requested.

Advance notice of 24 hours must be given to the library in the event that a scheduled meeting is to be cancelled.

Procedures

The person representing an organization requesting use of the room must fill out the Meeting Room Reservation Form (see addenda) at least 48 hours prior to use of the room. The request must be made by an individual eighteen (18) years or older. Meeting room reservation forms are available at all locations, as well as on the Library's website at www.sumtercountylibrary.org.

If a group has not used the facility before, the reservation is not confirmed until the reservation form is signed and approved by the Library Director.

Regulations and Restrictions

- Meeting rooms are available for use during the operating hours of the library. Meeting space must be vacated fifteen minutes before the regular closing time of the Library.
- The main meeting rooms at the Main Library and Wesmark Branch Library are available for groups of at least ten individuals. Rooms are available at the Main Library for smaller groups.
- Maximum attendance is limited by the size of the rooms.
- Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs. Neither the name nor the address of the Sumter County Library may be used as the official address or headquarters for any organization.
- Groups may not state nor imply that the library is sponsoring the program. Publicity announcing meetings should in no way imply library sponsorship or include the library phone numbers. Only those activities sponsored by the library will be advertised by the library.

- Organizations holding meetings must assume responsibility for any damage to room or contents. Each group is responsible for picking up refuse and leaving the room clean for the next group. No tape or adhesive of any kind may be used on the walls or furniture. Groups will be charged for any damage they cause to the Library, its grounds, furnishings, equipment or contents. The group's responsibility for the room shall be terminated only when they have informed an authorized staff member that they have vacated the room and that it is ready to be secured.
- Smoking is not allowed inside any library facility. Also, burning of any substance, i.e. candles, incense, etc. is not allowed.
- The Library is not responsible for items left in its facilities. Storage space is not available, nor can the library provide porter service into its facilities.
- The person(s) or organizations conducting the meetings accept full responsibility for proper conduct of those attending the meeting and for any damage to Library property by those attending. The Chairman or host for the meeting is responsible for maintaining quiet conditions during the meeting, as well as while entering and leaving the library.
- When the meeting rooms are to be used by groups or organizations of students or other young people (18 and under), an adult must make the reservation and must be present and responsible for the entire meeting.
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- The use of meeting rooms is subject at all times to administrative regulations. Failure to observe these regulations may mean that any use by an offending organization may be denied.
- The Library reserves the right to request, in advance, copies of displays or literature to be shown or distributed at meetings using Library facilities. Materials not in keeping with the policy for the meeting rooms may be prohibited.

Liability

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for damage, loss, or theft of personal property.

Furniture and Equipment

Limited audio-visual equipment is available for use in the meeting rooms. However, this equipment is limited to use for programs or educational purposes only. Request for audio-visual equipment must be made at the time the meeting is scheduled. The Library does not guarantee that equipment will be available. The Library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. The representative signing the meeting room reservation form will be liable for any damages incurred to library equipment during a meeting and future meeting room use may be denied.

Each group is responsible for its own furniture arrangements in the meeting rooms. Remember to allow sufficient time to arrange the room to your liking and to return furniture to its original place.

Food, Beverages and Kitchen Facilities

Food and/or beverages are allowed **ONLY** in the Main Meeting Rooms of the Downtown and Wesmark Branch Library. Refreshments may **NOT** be served in other meeting or study rooms.

If refreshments are served, there is a charge of \$100.00 (\$50.00 refundable if no damage) to cover clean-up. No alcoholic beverages are allowed, and food or beverages may not be taken out of the meeting rooms.

At the end of the meeting, users are responsible for removing all food and/or beverage items, trash, etc. from the meeting room and kitchen facilities.

The Sumter County Library reserves the right to refuse or cancel a reservation for use of the meeting rooms, if in the judgment of Library officials, the use is deemed inappropriate. The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using a meeting room either by vandalism, abusive action or other disturbance, or not using the space for the stated purpose. Rooms will not be available for use by groups or individuals who have demonstrated a history of unreliability in meeting library requirements. Users shall conform to all laws, ordinances, regulations and library rules. Fire regulations concerning room capacity and access to exits must be observed.

An individual, group, or organization may appeal the denial of a meeting room reservation request by submitting a written appeal to the Chair of the Library Board of Trustees. The appeal

will be considered at the next regularly scheduled Board meeting. The decision of the Board of Trustees is final.

Study rooms

Reservations do not need to be made for the use of library study rooms. Study room users are subject to all SCLS policies and procedures.