



Meeting Space Policy

General Policy

The Fontana Regional Library system maintains meeting space at its libraries as a public service to help meet general needs of educational, informational and recreational programming for the citizens of Jackson, Macon and Swain counties. These meeting spaces are intended primarily for public library, county, civic and community programs of interest to the general public. Other use of the meeting spaces may include private functions. Smaller meeting rooms with a capacity of fewer than eight people are not subject to fees or contracts. All other rules apply to use of these rooms. Due to the variety in library facilities across the Fontana Regional Library system, meeting room use for private events will be at the discretion of the librarian or the library staff.

Who May Use

Meeting space may be reserved for use by organizations engaged in educational, cultural, intellectual, or charitable activities. Commercial groups may use meeting space for educational and training purposes. Meeting space may be reserved for private social events. A private social function is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body.

Limits for Use

Any group whose activities promote or incite lawless or obscene action will be denied use of the library's facilities.

Meeting Space Fees

Groups requesting meeting space will be charged according to the Fontana Regional Library's meeting space fee schedule.

Priority of Use

Priority is given to public library programs. Agencies of the state, county or town will receive first consideration in scheduling events to be conducted in the meeting space(s). Booking of meeting space(s) by other entities shall be on a first come, first serve basis. Meeting space(s) may not be reserved more than 45 days in advance. Private social events may be booked up to one year in advance. More than one meeting during this period may be reserved at one time at the discretion of the library management. Meeting space(s) are not available as a regular base of operation by any club or organization. Although we will make every effort to honor your reservation, the Library reserves the right, with as much notice as feasible, to cancel a reservation if the room is needed for county business.

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Reserving Meeting Space

Before reserving a meeting space, a Meeting Space Contract must be completed and signed. Meeting Space Contracts must be updated annually.

A request for the use of meeting space should be made in advance to the library staff. Only adults may reserve the meeting space(s). Adult supervision and responsibility is required for events designed primarily for children. Use of meeting space(s) must comply with local fire and safety regulations. To reserve meeting space, the following basic information is needed:

- a. Name of organization
- b. Name and phone number of contact person.
- c. Number of persons expected.
- d. Date and time period meeting space is wanted.
- e. Any special equipment needed (audio-visual equipment, etc.)

After hours use of meeting space will conform to local library procedures.

Before a meeting space is confirmed the person responsible must pay a non-refundable deposit equal to 50% of the meeting room fee. The balance of the meeting room fee must be paid in full by the last business day before the event. Please see meeting room fee schedule.

Liability

Anyone utilizing meeting space assumes liability for any personal injury, damage or loss suffered during the period of the agreement.

Anyone using the meeting space to show movies must comply with Movie Licensing USA or MPLC guidelines. These guidelines are available upon request or can be found at: www.movlic.com/library/advertising.html and www.mplc.com. Ownership of the movie and the right to use it publicly are two separate issues. The copyright holder retains exclusive public performance rights.

This legal copyright compliance requirement applies to schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, and businesses.

This legal requirement applies:

- * Regardless of how the movies are obtained
- * Whether or not an admission fee is charged
- * Whether the facility or organization is commercial or non-profit
- * Whether a federal, state or local agency is involved



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Damage to Meeting Space

Anyone utilizing meeting space assumes all responsibility and compensation for damage or loss to any of the Fontana Regional Library system facilities, equipment and property. Library facilities may not be used for any activities which have a high potential for damage to the building or danger or physical harm to the persons present.

Food & Drink in Meeting Space

Light refreshments, covered dish, and catered meal functions may be served in a meeting space. The group is responsible for leaving a meeting space in a clean and orderly condition. No alcoholic beverages are allowed on any county-owned property.

Meeting Space Set Up and Closing

Anyone reserving meeting space will be responsible for setting up the space. The meeting space must be returned to its original condition. Arrangements to use furniture or equipment other than library furniture or equipment should be made when the reservation is made. Meeting space must be secured upon leaving the premises.

Canceling Use of Meeting Space

Anyone canceling their reservation for use of meeting space should notify the library immediately. Failure to notify the library staff of cancellations may result in denial of future use of meeting space. Arriving 10 minutes late or more may result in cancellation of your room reservation. If the Library closes due to storms or other extraordinary circumstances, the group will be notified, if possible, but it is the group's responsibility to notify attendees. The Library is not responsible for any cost incurred by any group as a result of such closing.

Key Privileges

Duplication of keys is strictly prohibited and will result in loss of meeting space privileges. If a key is lost, it must be reported to the library staff immediately. If a key is lost during an after-hours event, use the emergency contact information for the building. If the contact is unavailable, please contact local law enforcement. If a meeting space key is lost or not returned, that group or individual will be asked to pay the expense of new locks and keys for the building.

Loss of Privilege

Further use of library meeting space may be denied at the request of the librarian, with the approval of the local library board, and the Fontana Regional Library Director, to anyone who violates the policies and procedures of the Fontana Regional Library system.

Library Endorsement

Permission to use meeting space is not an endorsement of the group or the group's beliefs by the Fontana Regional Library system, library staff, or library Board of Trustees.