

# **Meeting Space Policy**

## **General Policy**

The Fontana Regional Library 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. 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.

## **Who May Use**

Meeting space may be reserved for use by educational, civic, cultural and governmental groups for educational, civic, cultural, and governmental activities. Political groups and organizations may also be allowed space for educational meetings open to the public. Committees or associations affiliated with one or more churches will be allowed the use of meeting space for business meetings when no religious services are involved. Commercial groups may use meeting space for educational and training purposes. Meeting space may be reserved for private social functions.

## **Limits for Use**

Meeting space may not be reserved for religious services. During non-library sponsored programs, sale of goods and other activity which would result in financial gain is not allowed. 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 fees schedule.

## **Priority of Use**

Priority is given to public library programs. Agencies of the 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. 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.

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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 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.

### **Liability**

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

### **Damage to Meeting Space**

Anyone utilizing meeting space assumes all responsibility and compensation for damage or loss to any of the Fontana Regional Library's 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 property, which includes any library in the FRL system.

### **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.



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### **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.

### **Lost Key**

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 not returned, that group 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 library director, 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.

### **Library Endorsement**

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