

Conference Room Policy and Rules

Policy

The library offers a small conference room with a maximum capacity of 10 persons for use by the public for the lawful activities of small groups and individuals. The conference room is available to small groups or individuals to conduct organizational meetings, seminars, study groups, planning sessions, training programs, and other related activities.

Rules

1. The conference room may be used only during normal operating hours of the library.
2. Conference rooms may be booked no more than 30 days in advance of the requested date. Rooms will be held only 30 minutes past the reservation time.
3. Reservations may be made in person or by fax on a first-come, first-served basis, based on the date of written request. Groups or individuals wishing to reserve the conference room must submit the properly completed and signed request form before a reservation can be confirmed. Reservations cannot be made over the telephone.
4. There is no limit to the number of times the conference room can be booked during the 30 day period by a group or individual. However if such reservations regularly prevent other groups or individuals from using the conference room, library staff will make scheduling adjustments to promote use by as many different groups or individuals as possible.
5. No admissions fees may be charged or solicited for programs and activities held in the conference room. Nonprofit groups and organizations may collect membership dues.
6. Use of the conference room may not disrupt normal library operations nor the use of the library by others. Persons attending meetings in the conference room are subject to all library rules and regulations.
7. The conference room must be left in a clean and orderly condition. Organizations or individuals holding meetings in the conference room assume all responsibility for damage to library materials and facilities during their meetings. A representative from each organization using the conference room must sign an agreement accepting personal responsibility. The library will not be responsible for equipment, materials, or personal belongings left in the conference room by users.
8. No smoking or eating is allowed in the conference room. Smoking is not allowed in the library. Persons wishing to smoke must exit the building to do so.
9. Permission to use the conference room is not an endorsement by the library staff or the library Board of Trustees of the user or of the user's beliefs.
10. No group or individual may affix or attach signs, banners, or flyers to any library wall, ceiling, or any piece of library property.
11. The library director is authorized to deny further use of the library conference room to groups or individuals that violate the library's policies and procedures. Groups or individuals whose activities would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or that are purely commercial in nature will not be allowed to use the conference room.

Conference Room Reservation Request

Each time you wish to reserve a library conference room, please fill out this form. No reservation can be confirmed until this form is completely filled out, signed, and returned to the library. **Reservations cannot be made over the telephone.**

Your name & position in group **(please print)** _____

Name of group _____

Day needed (Mon – Sun.): _____ Date (mm/dd/yyyy): _____

Time of reservation: From _____ to _____

Your mailing address: _____

Your telephone number: Home _____ Work _____

Type of activity to take place in conference room :

- Organizational meeting
- Seminar
- Study group
- Planning session
- Training program
- Other (please describe) _____

Expected attendance _____

Please return this form to the Circulation Desk. Our fax is 910-892-8385. If you have questions about the library conference room, or about this form, please ask.

I certify I have read the conference room policy and rules and that I agree to use the room in accordance with them. I further agree to accept personal responsibility for any damage to conference room facilities or materials during my or my group's occupancy.

Signature _____

Today's date _____

For Library Use Only

Approved _____ Initials _____ Actual Attendance _____