SCHLEY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM 2004

AVAILABILITY OF MULTIPURPOSE ROOM

The Multipurpose Room of the Schley County Library in Ellaville is available for use by groups meeting the criteria specified in this document. The Multipurpose Room is to be used primarily for the library's own activities and can be made available to other groups only when there is no conflict with the library's own needs.

The Multipurpose Room seats a maximum of 35 people when not using tables; 30 people when using tables.

The library cannot accept reservations for a series of meetings which will designate the library as the regular meeting place for any organization. A separate reservation must be made for each meeting.

The room may not be used by any person or group for more than 10 hours in any one 24-hour period. The group must vacate the building by 10:00. The group may NOT enter the building before 9:00 A.M.

ELIGIBILITY FOR USE OF MULTIPURPOSE ROOM

Eligibility of a group for the use of the Multipurpose Room must be approved by the Library Manager and is subject to review by the Library Board. The Multipurpose Room is available for public gatherings of a civic, cultural, or educational character but not for money-raising or commercial purposes. All functions in the Multipurpose Room are open to the public, i.e., to anyone in the library. No library user can be prevented from attending any function in the Multipurpose Room. Groups using the room may not disturb others using the library.

The use of the Multipurpose Room will normally be limited to adult groups (persons over 18). However, the room may be used for the purposes already specified by young adult and children's groups, provided the room is reserved by an adult who will be present throughout the entire meeting and be responsible for supervision during the meeting and provided that the meeting is open to the public.

ADMISSION CHARGE

Admission fees may not be charged. Sales and auctions may not be held.

RESPONSIBILITY

The person making the reservation will be required to sign a form stating that the regulations have been read and understood. This person will be held responsible for the proper conduct of those attending the meeting and for the expense of any damage to library property. It is also required that groups using the room maintain quiet so as not to disturb others using the library.

It is the responsibility of each group to arrange the chairs and tables in the room to fit the needs of the meeting. The room, the bathrooms, and the outside walkway must be left

neat and orderly. Materials and equipment brought by a group must be removed at the end of the meeting. If a door is found open or if any library property is found to be damaged or missing, the person and/or organization making the reservation will be held responsible. The person and/or organization making the reservation is also responsible for: turning off all of the lights, heat or air conditioning in the room and bathrooms; seeing that the building is cleared, and securing the doors.

Failure to abide by these regulations will result in a fine of $10.00 per infraction and may result in the loss of eligibility to use the room.

RESERVATIONS

Reservations for the room should be made at least 24 hours in advance. The library will not guarantee a regular meeting place for any non-library sponsored function. In fairness to all groups separate reservations must be made for each meeting (one reservation at a time).

Reservations should be made through the Library Manager. Required information includes name and nature of the group, the number of persons expected to attend, and the name and telephone number of the person making the reservation. Reservations for necessary audiovisual equipment and/or materials should be made at the time of the reservation.

For a group that has not previously used the room, the person responsible for the group must come into the library to read these regulations and to sign the form stating that he/she has read these regulations. Arrangements can be made to mail or fax the regulations and the form to the person. A tentative reservation can be made which will be confirmed when the signed form is returned to the Library.

KEY

A key will be issued only to groups whose meeting starts before the library opens. In that case, the key must be picked up the afternoon before the meeting. In the case of an early Monday meeting, the key must be picked up Friday or Saturday. In the case of a Wednesday meeting or an early Thursday meeting, the key must be picked up Tuesday. The key must be returned to the Library after the staff arrives that same day. If the key is not returned when the meeting ends, the person or organization making the reservation will be fined $5.00. If a meeting ending after the library closes, the key must be returned within an hour of the library's opening the next working day.

The person signing for the key should also remind the library staff of arrangements made for the use of audiovisual equipment and/or materials. Those items must be checked out to the person signing for the key.

BATHROOMS

Bathroom facilities are accessible to the room. If the meeting continues after the library has closed, the person and organization making the reservation will be responsible for making sure the bathrooms are left clean and that the lights of both bathrooms are turned off and that the outside bathroom door is locked. Failure to abide by these regulations will result in a fine of $5.00.

REFRESHMENTS AND SMOKING

The serving of light refreshments only is allowed. The person and/or organization making the reservation is responsible for making sure that all food and drink are removed at the end of the meeting and that trash and garbage are put in the container. Trash and garbage that does not fit in the closed container is the responsibility of the person making the reservation and should be removed. A vacuum cleaner may be made available for groups to use for clean up. Failure to abide by these regulations will result in a fine of at least $5.00.

Smoking is not allowed in the Multipurpose Room or the bathrooms. Alcoholic beverages are not allowed. All types of open flames, candles, and Sterno-type chafing fuels are prohibited.

LIBRARY NAME - PUBLICITY

In any publicity concerning the use of this room at the library, organizations are asked to use the correct name of the library (Schley County Library) and to make it clear that the library is not a sponsor of the meeting.

TELEPHONE

There is no pay phone. The library does not offer paging service and, therefore, will not get people out of the room for phone calls. Do not give the library phone number to people as a contact number.

PARKING

Multipurpose Room users should park in the public lot behind the building during library hours to leave the front parking spaces available for library patrons.

USE OF LIBRARY PERSONNEL

Library personnel cannot normally be provided to assist in the arranging of the room, handling of exhibits, operation of audiovisual equipment, etc.

CANCELLATIONS

The Library Manager is to be notified immediately if a reservation needs to be cancelled. This will make the room available to other groups. Any fees that have been received will be refunded if the reservation is cancelled before the set meeting time.

COPIES OF POLICIES

Copies of these policies are available to any patron and are given to each person who signs the consent form. A framed copy of these policies is posted in the room for reference.

Approved by the Schley County Library Board of Trustees
April 12, 2004

SCHLEY COUNTY LIBRARY

I have read the Policies for Use of Multipurpose Room of the Schley County Library, and understand them.

I agree to abide by these policies and to see that other persons involved in my organization's meeting also abide by them.

I understand that failure to abide by the policies will be cause to have fines charged to me and/or my organization and/or to have use of the room denied me and/or my organization.

_____
Person Responsible for Room

_____
Name of Organization

_____
Date

SCHLEY COUNTY LIBRARY MULTIPURPOSE ROOM RESERVATION FORM

To be used for every reservation whether reserving by phone or in person

1. Have you ever used the Multipurpose Room before?
   _____YES _____NO

2. Have you read the rules and signed the form about responsibility?
   _____YES _____NO

3. For what date and time do you need the room?
   _____-_____-_____ _____
   Month Day Year Time (A.M. or P.M., Start to End)

4. Do you need special equipment (e.g., overhead projector, etc.)? If so, please specify.

5. Are you aware that if the lights and air conditioning/heat are not turned off OR if the room is damaged or messy that you will be subject to a fine?
   _____YES _____NO

6. If the meeting begins before the library opens, who will pick up and sign for the key?
   _____

7. Are you aware that the key must be picked up before the library closes on the day prior to the meeting if the meeting begins before the library opens?
   _____YES _____NO

8. Are you aware that if the key is not returned when required, there is a fine?
   _____YES _____NO

9. Are you aware that your group will not be allowed to use the room until the maintenance fee is paid?
   _____YES _____NO

_____	_____
Signature	Phone Number
_____	_____
Name (please print)	Organization
_____	_____
Staff member's signature or initials	Date