DOOLY COUNTY LIBRARY POLICIES FOR USE OF MULTIPURPOSE ROOM

AVAILABILITY OF MULTIPURPOSE ROOM

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.

- Reservations are taken on a first come, first served basis.
- The library cannot accept reservations for a series of meetings which will designate the library as the regular meeting place for any organization.
- The room may be reserved only for days and times when the library is regularly open to the public.
- The group must vacate the room 10 minutes before the library closes.
- No key will be given out to the room or the building.

SEATING CAPACITY

The Multipurpose Room seats a maximum of:

64 people when not using tables

30 people when using tables

These numbers have been set by the fire marshal.

MAINTENANCE FEES

A maintenance fee will be assessed for use of the Multipurpose Room to help defray the expense of maintaining the room for public use. The maintenance fee should be paid when the reservation is made. Use of the room will not be allowed until the fee is paid.

- The maintenance fee is \$30.00 per use.
- A \$25.00 deposit is required for a group's first use of the room. This deposit will be returned if the room is left in a neat and orderly condition.

EXCEPTIONS:

There will be no fee for library-sponsored programs or for meetings of government agencies (city, county, state, federal, public school or any multi-jurisdictional group like the Regional Development Center of the E911 Task Force).

RESPONSIBILITY

The person making the reservation must be age 18 or older and will be required to sign an agreement form stating that this policy has 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.** No one will be allowed in the room until the person making the reservation is in attendance. Groups using the room may not disturb others using the library.

ELIGIBILITY FOR USE OF MULTIPURPOSE ROOM

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.
- 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 Director or Assistant Director.
- The use of the Multipurpose Room will normally be limited to adult groups (persons over 18).
- 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 CHARGES OR COMMERCIAL ACTIVITIES

- No admission fees may be charged.
- No sales or auctions may be held.

RESERVATIONS

- Reservations for the room should be made at least 24 hours in advance.
- Reservations cannot be made more than 3 months in advance.
- Reservations should be made with the Library Personnel.
- The person responsible for the group should come into the library to receive a policy and to sign an agreement form stating that he/she has read and understood this policy.
- Arrangements can be made to mail or fax the policy and the form to the person.
- A tentative reservation can be made which will be confirmed when the signed agreement form is returned to the Library Manager.
- Information required 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.
- 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).
- The reservation should include time to set up and clean up.
- Reservations for necessary audiovisual equipment and/or materials should be made at the time of the reservation.

REFRESHMENTS AND SMOKING

- No food or drink is allowed.
- No alcoholic beverages are allowed.
- No smoking is allowed in the Multipurpose Room, the hall, or the bathrooms, or anywhere in the library.
- All types of open flames, candles and Sterno-type chafing fuels are prohibited.

SET UP AND CLEAN UP

- It is the responsibility of each group to arrange the chairs and tables in the room to fit the needs of the meeting.
- Library personnel cannot be provided to assist in the handling of exhibits, operation of audiovisual equipment, etc.
- The room, the bathrooms, and hall must be left in a neat and orderly arrangement.
- No posted advertising is permitted on the building structure, or on the grounds, without prior permission.
- Materials and equipment brought by a group must be removed at the end of the meeting.
- The EXIT doors should be kept closed at all times. If a door is found open or if any library property is found to be 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 in the room.
- The person and/or organization making the reservation is responsible for making sure that all trash and garbage is put in the provided container and is removed at the end of the meeting. Trash and garbage that does not fit in the CLOSED container is the responsibility of the person making the reservation and must be removed from the library.
- Library personnel should be informed when the meeting is finished.
- Failure to abide by these regulations will result in forfeit of the \$25 deposit and may result in the loss of eligibility to use the room.

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 (Dooly County Library) and to make it clear that the library is not a sponsor of the meeting.

BATHROOMS

Bathroom facilities are accessible to the room.

FIRE ALARM

The building is equipped with a fire alarm system. If a fire is detected by the system, the alarm will sound. Anyone in the meeting room should exit by the fire exits -- either through the fire exit or by entering the hall to exit at the end of the hall. If anyone using the meeting sees a need to activate the fire alarm, there is a pull station at the south end of the hall.

TELEPHONE

There is no pay phone. The library does not offer paging service and library personnel will not get people out of the room for phone calls. People using the Multipurpose Room should not give the library phone number to people and expect to be paged.

LIABILITY

The board of trustees and library personnel do not assume responsibility for loss, theft, or damage incurred to personal or rental property brought into the building or onto the grounds, nor assume liability for any injury to person(s) during the time the room is used. No liability is assumed by the Board of Trustees for vehicles or equipment on the library grounds.

CANCELLATIONS

The library personnel should 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 previously arranged starting time.

COPIES OF REGULATIONS

Copies of these regulations are available to any patron in print and on the lbrls.org website. A copy is given to each person who signs the agreement form. A framed copy of these regulations is posted in the room for reference.

Approved by the Dooly County Library Board of Trustees – July 17, 2012

DOOLY COUNTY LIBRARY POLICIES FOR USE OF MULTIPURPOSE ROOM AGREEMENT

have read and understand the Policies for Use of Multipurpose Room of the Dooly County Library.
agree to abide by these policies and to see that other persons involved in my organization's meeting also abide by them.
understand that failure to abide by the policies will result in forfeit of the \$25 deposit and may result in the loss of eligibility to use the room.
Complete Name of Organization
Complete Name of Organization
Signature of Person Responsible for Room
Name of Person Responsible for Room (Please Print)
Contact Phone Number
Estimated Number Attending Meeting
Date