



## MEETING ROOM POLICY

As a public institution dedicated to the free expression of and free access to ideas representing all points of view, meeting rooms in the Forsyth County Public Library System are available for the lawful activities of all individuals or groups. Meeting rooms are designed to meet general informational, educational, cultural and civic needs and provide space for activities such as discussion groups, panels, lectures, conferences, seminars, exhibits and displays. Granting permission to use Library facilities does not constitute an endorsement by the Library staff or Library Board of Trustees.

### **Failure to comply with the following rules may jeopardize future use of Library meeting space.**

- Customers must have a valid FCPL Library card or Consortium card in good standing.
- Customers must be at least 18 years of age to reserve a meeting room.
- Meeting rooms may be used any time during the regular hours of the Library.
- All programs and meetings must be free and open to everyone. No fees or dues may be charged; no sales or donations may be solicited.
- Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, etc.
- Bookings will be on a first-come, first-served basis. No group may reserve meeting rooms for the same day/time continually.
- Meeting rooms will be held for 30-minutes before a reservation is forfeited.
- Meeting rooms may be booked no more than forty-five (45) days in advance, and no more than three (3) bookings may be made in a 14-day period.
  - **Exception:** All Library-sponsored and Friends of the Library-sponsored meetings/programs take first priority on all meeting room schedules and may be booked beyond the 45-day time period.
- Customers must cancel all reservations that will not be used.
- Persons attending meetings and programs are subject to all Library rules and regulations. Programs must not disrupt use of the Library by others.
- All copyright and public performance laws must be adhered to.
- The Library cannot be responsible for materials or equipment left in the building by users.
- Set-up and clean-up are the responsibility of the user. Scheduled time must include time for setup and cleanup during regular Library hours. Everyone must be out of the building by closing. All rooms must be returned to the original setup and must be left in a clean and orderly condition.
- All open flames, including the use of candles, are prohibited by fire regulation.

- Children under 8 years old must not be left unattended elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot be responsible for children of any age who are left unattended.
- All first time users of Library meeting rooms and auditoriums must confirm agreement of this policy. All online applications and reservations will be confirmed or denied within 24 hours or the next business day after application.

### **Addendum for Central Library**

- A valid FCPL Library card or Consortium card in good standing is required to reserve a meeting room.
- Users requesting a meeting room are required to complete a 20-minute training. Rooms will be confirmed after the training has been completed.
- Small group rooms can only be reserved for 4 hours per day.
- Sound Production Room will close 30-minutes prior to the closing of the Library.
- Users can request the use of the Servery (Kitchen) with limited kitchen resources for food preparation. Groups or organizations will have access to the refrigerator, sink & microwave.
- Groups or organization using the Servery (kitchen) must leave the Servery in a clean and orderly condition.
- Groups or organizations will need to bring their own utensils.

*I have read and agree to comply with the Meeting Room Policy.*

\_\_\_\_\_ *Printed Name*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*