

## Meeting Room Policy

*Revised 2/19/2020: Reviewed 2/27/2020*

### Guidelines for public use

1. All meetings held shall be open to the public, unless the room is being used for the purposes of a legal deposition.
2. The use of the meeting room is generally limited to non-profit and government agencies, and only for standard meetings. Businesses requesting use of the meeting room for training or managerial purposes will be given individual consideration. The meeting room may not be used for the sale or promotion of products or services, unless the event is sponsored and approved by the library, such as an author visit and book signing. The use of the meeting room for social functions or recitals is prohibited unless sponsored by the library.
3. Individuals booking the meeting room for an organization must be at least 18 years of age and a cardholder in good standing of the Henry County Public Library. The individual booking the room is responsible for paying for any and all damages and/or fees that result from the conduct of the meeting's participants.
4. The meeting room is available for use between the hours of 9 A.M. and 8 P.M. Monday through Friday and from 9 A.M to 5 P.M. Saturdays, excluding holidays. Sunday use is not permitted.
5. With permission from the library director, the meeting room may be used outside of regular library hours. After hours access is limited to the meeting room and restroom areas only. Checkout of a building key is required. The maximum key checkout period is 48 hours. In the event that the key is not returned within 48 hours, the library may charge a lost key surcharge of no less than \$75 to cover the cost of changing the locks and creating new keys. In the event that a group fails to pick up a key, the library will charge a service fee of no less than \$10 for sending an employee to unlock the building.
6. Applications to use the meeting room must be made at least twenty four hours prior to the meeting but not more than two months in advance. Use of the meeting room by the Library takes precedence over all outside requests.
7. The meeting room will not be made available to any organizations for regular meetings on a weekly, monthly, or other recurrent basis without review by the Library Director and the Board of Trustees. Organizations may book the room a maximum of two times per month.



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8. No conduct disturbing regular library use or infringing on any library rules is permitted. The individual who signs the meeting room request is responsible for the supervision of the group.
9. The number of attendees for groups meeting during regular library hours and after hours are limited to 120 attendees per the maximum occupancy limit set by local fire codes.
10. The meeting room must be left in the same condition in which it was found. In the event that the room is left in poor condition, the library will charge a \$25 per hour cleaning fee with a minimum of one hour. Users are also responsible for all damages to the meeting room or any other property of the Henry County Public Library resulting from the conduct of the meeting's participants.
11. Non-profit organizations or educational institutions offering classes or seminars requiring a charge must seek prior approval.
12. Except as a designation of location, the name of the library may not be used in any publicity.
13. The library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the Library of a cancellation of a meeting at the earliest possible date. Groups that reserve the meeting room and do not notify the Library of a cancellation may face a loss of meeting room privileges.
14. Abuse of meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.

Date: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Group: \_\_\_\_\_

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Signature