

# Administrative Procedures Governing the Meeting Room

## Griffin-Spalding County Library

*Adopted by the Griffin-Spalding County Library Board of Trustees on November 13, 2013*

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***Please note: Each location of the Flint River Regional Library System has separate policies and procedures regarding the use of their meeting room facilities. Those listed below are for the Griffin-Spalding County Library. Please call your local library for information regarding the use of their facilities.***

1. The Meeting Room is available to groups whose headquarters are in or who provide services to residents of the Flint River Regional Library service area. The room is not available for use by denominational groups or partisan political groups. Social functions are not allowed in the room. Commercial or profit-making organizations sponsoring education programs of a non-profit nature will be permitted to use the room provided the meetings are open and free to the public. Local business use is permissible when no selling, solicitation, or order taking occurs.
2. The Meeting Room is available for use each day the library is open until one-quarter hour (*i.e.*, fifteen minutes) before the library closes. In consideration of other groups that may be waiting to use the Meeting Room, all groups are expected to observe the time allotted for their group in the original application. Special arrangements must be made for a meeting lasting longer than four hours or for a series of meetings lasting several days.
3. All programs taking place in the Meeting Room must be open regardless of age, gender, race, religion, national origin, disabling condition or any other legally protected category.
4. The library reserves the right to revise any schedule of meetings if necessary and to pre-empt established reservations upon reasonable notification of the group(s) involved.
5. The library encourages publicity regarding usage of the Meeting Room. However, the library assumes no responsibility for the promotion or announcement of community group meetings.
6. Deposit is required by check or cash in the amount of **\$100.00** prior to using the Meeting Room. The check should be made payable to **Flint River Regional Library** and will be refunded following the meeting unless there is spillage or other damage in the room.
7. The library reserves the right to deny the use of the Meeting Room to groups failing to follow the **Griffin-Spalding County Library Administrative Procedures Governing the Meeting Room**.
8. The library board of trustees and staff do not assume any liability on groups or individuals attending a meeting in the library.
9. A record of the number of persons attending each meeting must be turned in at the Circulation Desk following the conclusion of each meeting.

10. Any group showing a DVD or other media recording should warrant that all necessary performance licenses have been secured, and agree to indemnify the library for any failure on their part to do so.
11. Request for the use of the library television/DVD/VHS unit and its set-up should be made through the Meeting Room Coordinator at the time of the application.
12. No smoking is permitted in the Meeting Room or elsewhere inside the library building. Food and drink may be served in the Meeting Room; however, red-dyed beverages are absolutely not allowed. Alcoholic beverages are not permitted anywhere on library property.
13. Individuals must be at least 21 years of age and must present a valid Flint River Regional Library card or other acceptable form of identification in order to reserve the Meeting Room for a group.
14. Fees for participation in workshops, study groups, discussion series, conferences, and similar meetings may be collected ONLY if it is to defray the cost of the materials to be used in a program.
15. A minimum group of ten persons is necessary in order to reserve the Meeting Room.
16. The maximum number of people allowed in the Meeting Room for a meeting is 125.
17. "Request for Use of Meeting Room" applications are taken at the Circulation Desk during regular library hours. The Meeting Room can be reserved for up to six months in advance. The library will not commit its Meeting Room for long-term, regularly scheduled meetings. Organizations with a scheduled meeting may re-apply for their next meeting no earlier than on the day of the scheduled meeting.
18. Library parking is limited. Groups using the Meeting Room must remind participants that cars parked in the driveways or loading zones may be ticketed or towed.
19. Programs may not disturb the use of the library by other patrons. Persons attending meetings are subject to all library rules and regulations.
20. Each group is responsible for returning the room to its original setup before leaving. Groups requiring the reconfiguration of the Meeting Room furniture must seek assistance from the Meeting Room Coordinator. The library cannot provide personnel to assist in handling exhibits or other materials needed by groups using the Meeting Room.
21. Users are responsible for clean-up and placement of all trash in the proper receptacles. The Meeting Room will be inspected before and after the meeting for food or drink spillage by library staff to confirm condition.
22. Library facilities must be left in a clean and orderly condition. Users must pay for any damages to facilities. The library will not be responsible for materials left in the building. Organizations using the Meeting Room are responsible for turning off all Meeting Room lights prior to leaving.