

# **Lewis Egerton Smoot Memorial Library Meeting Room Policy**

In order to further its mission to provide services and information to the residents of King George County, the L. E. Smoot Memorial Library provides meeting rooms for patron use during regular hours of operation. These rooms may be used by members of the community for the presentation and exchange of information and opinions. Meeting rooms are available on equal terms to all in the community, regardless of the beliefs and affiliations of their members. Permission for a group to use a room does not imply Library endorsement of the goals, policies or activities of a group or organization.

## **Eligibility (in priority order)**

1. Library organizations and organizations for which the Library is a member
2. Departments of local, state and federal government
3. State or County affiliated continuing education programs
4. King George County non-profit groups and organizations
5. For-profit groups – for educational or training purposes only

## **Rules and Restrictions**

1. At least one adult 18 years of age must act as the responsible party for the group.
2. The responsible party must be present at all times and must be a cardholder.
3. Meeting rooms are not intended to be used for private events such as social events, parties, memorial services, weddings, fundraisers, etc.
4. Meeting Room bookings may be made no more than three (3) months in advance. Bookings are limited to two (2) rooms per requested date of use.
5. Bookings for Quiet Study rooms may be made no more than one week in advance and may be used for up to four (4) hours per day.
6. No admission fees may be charged or products/services offered by any business, outside group or organization using a Library meeting room except for Library-sponsored programs. Groups and organizations formed to support the programs and activities of the Library may use the facilities for fundraising purposes in support of the Library.
7. Groups and organizations which use the Library's meeting rooms shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The numbers shall not exceed the posted limit in that facility.
8. All printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the L. E. Smoot Memorial Library."
9. Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting.

The Library may not be identified or implied as a sponsor. The Library telephone number may not appear on the publicity.

10. Neither the name nor the address of the L. E. Smoot Memorial Library may be used as the official address or headquarters of an organization.
11. All members of the organization and the audience attending the meeting must vacate the meeting space ten (10) minutes before closing time.
12. The Library reserves the right to attend any meetings, except lawful executive sessions of government bodies, to verify that no illegal activities are taking place on the Library's premises.
13. The Library reserves the right to request that any non-profit group or organization provide evidence of their status.
14. Arrangements may be made for the use of library projector and other equipment use. These arrangements must be made one week in advance and are subject to use fees.
15. The Library cannot guarantee audiovisual or Internet capabilities. Library staff will not physically handle patron personal electronic devices during the troubleshooting process.
16. Rooms must be left in the same condition as found at the beginning of the meeting. Trash must be placed in receptacles provided and tables and chairs left in the arrangement found at the beginning of the meetings. Groups may be subject to a maintenance fee if extra cleaning or furniture reconfiguration is required.
17. Animals, except for registered working dogs, may not be brought onto Library premises unless a part of Library-sponsored programming.
18. Quiet and Group Study rooms may not be used by for-profit groups or organizations.
19. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or other patrons and Library staff in the building. The group is liable for any damages incurred to the Library building or furnishings.
20. Alcohol is not permitted on Library premises, except for those events approved by the Library Board of Trustees.
21. Smoking is not permitted on Library premises.
22. The Library is not responsible for items or equipment left in the building before, during or after an event.
23. The Library reserves the right to take photographs of events for its own records and for future promotional materials.
24. Room use will be forfeited after thirty (30) minutes if the responsible party fails to appear.
25. The Library's room usage requirements supersede all others.
26. Rooms will be assigned based upon the expected number of attendees, activity and audiovisual needs.
27. The Library Director and Board of Trustees reserves the right to make exceptions to this policy.

	Program Room	Meeting Room A or B	Meeting Room A & B	Conference Room	Computer Lab	Memorial Room	Quiet Study A, B or C	Group Study
<b>Room Occ.</b>	32	32 with tables	64 with tables	10	14 Computer Stations	20	6	8
<b>Non-Profit Fees</b>	\$0	\$0	\$0	\$0	\$50/hour, not to exceed 3 hours	\$0	\$0	\$0
<b>For-Profit Fees</b>	\$10/hour	\$25/hour	\$50/hour	\$10/hour	\$75/hour, not to exceed 3 hours	\$100/hour	Not Available	Not Available
<b>AV Cap.</b>	Screen Projector Dry Erase	Screen Projector	Screen Projector	Screen Projector Dry Erase		Screen Projector	Dry Erase	Dry Erase
<b>AV Fees</b>	\$15, \$0 for Dry Erase	\$15	\$15	\$15, \$0 for Dry Erase	\$0	\$15	\$0	\$0
<b>Repair Fees</b>	At Cost	At Cost	At Cost	At Cost	At Cost	At Cost	At Cost	At Cost
<b>Maint./Cleaning Fees</b>	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour

Kitchen use requires a \$15 non-refundable fee. Fees are per use.