

Section 3.2

Meeting Room Usage

The primary purpose of the meeting rooms in the Greenville Area Public Library is to provide facilities for library-related activities. However, the room is available for use by outside groups according to the following regulations:

1. Library-related activities take precedence over public use when scheduling meetings.
2. Outside groups, regardless of belief or affiliation, can request use of the meeting rooms for private meetings or programs open to the public. A \$35 fee is assessed for meetings not open to the public. Nonprofits can request to have the fee waived.
3. The Library does not advocate or endorse the viewpoints of any group using the meeting rooms. Advertisements or announcements for meetings must not imply such an endorsement. The name, address, or telephone number of the Library may not be used as a contact in any publicity materials. Any publicity or marketing materials that include the Library's name and address must include the disclaimer, "This event is not sponsored by the Greenville Area Public Library."
4. Groups using the meeting rooms must not disrupt the normal functions of the Library.
5. Meeting rooms are only available during normal Library hours. All meetings must be concluded and rooms restored to order in time for the library's scheduled closing.
6. Groups using the meeting rooms may rearrange furniture but are responsible for returning the furniture to the original arrangement before leaving. Furniture cannot be removed from a meeting room. Furniture in other parts of the library may not be moved into the meeting room.
7. Light refreshments and drinks may be served in the meeting rooms. Minimal food preparation is allowed. Groups must provide their own supplies (cups, plates, utensils, cream and sugar, etc.). All food items, packaging, etc. must be removed immediately after the meeting. No food may be left or stored in the meeting rooms for future meetings. All garbage must be removed immediately from library property after the meeting.
8. Wireless technology in the meeting rooms is shared with the rest of the library and capacity issues may arise if a large number of users access the system simultaneously. There is no guarantee of wireless compatibility or for uninterrupted service when groups are using the meeting room.
9. No alcoholic beverages may be served. Smoking is not permitted in the Library.
10. Adequate adult supervision of minors is required at all times.
11. Violations of these regulations will mean the group is not able to reserve the meeting rooms for future events. Previously scheduled reservations will be cancelled.
12. Reservations for rooms must be made at least a week in advance. Reservations can be made for three programs at a time by any one group up to three months in advance to allow for flexibility of scheduling.
13. Organizations are responsible for any damage incurred to the room, walls, fixtures or furniture. And will be billed appropriately.

Meeting Room Reservation Form

Requested: ____ David E. Baughman Community Room ____ Board of Director Activities Room

Date Requested:

Time Requested: Start: End:
(must vacate room 15 minutes prior to Library closing)

Open to the Public? ____ Yes ____ No
(*\$35 fee for private meetings / Waived for non-profit organizations*)

Purpose of Meeting & Description of Activities:

Name of Sponsoring Organization or Individual:

Name of Person Responsible for Rental:

Address:

Phone:

Email:

Equipment Required:

Chairs (number) ____	Screen ____	Laptop ____
Tables (number) ____	Projector ____	

I have read the Greenville Area Public Library Meeting Room Policy. I do hereby agree that I will be personally responsible for the proper use of the requested meeting room as indicated above, and that if there are any damages occurring from its use, I will be responsible for payment of such damages. I further understand that I am personally responsible for ensuring that all rules and regulations set forth in the Policy are observed.

I hereby release the Greenville Area Public Library Association from any and all liability arising from the use and occupancy of a Meeting Room based upon negligence, premises liability, or any actual or alleged violation of local, state, or federal law. I shall hold the Greenville Area Public Library Association harmless for any claims made against the Association arising from the use and occupancy of the facility by a member, person in attendance, or any third party.

Signature:

Date: