

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 spaces, including and up to temporary or permanent suspension from meeting room use based on the violation/s.

- To reserve a meeting room, customers must be at least 18 years of age with a valid Library card in good standing.
- People attending meetings and programs are subject to all Library and Forsyth County rules and regulations. Programs must not disrupt the use of the Library by others.
- Meeting rooms may be used any time during the regular hours of the Library. Patrons may have a maximum of three (3) reservations within a 14-day period. Meetings can start no earlier than 30 minutes after the Library opens and must end no later than 30 minutes before the Library closes.
- Meeting rooms may be booked no more than forty-five (45) days in advance.
 - **Exception:** All Library-sponsored/co-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. The Library does not co-sponsor/partner with for-profit groups.
- Bookings will be on a first-come, first-served basis. No group is guaranteed meeting rooms for the same day/time continually.
- Meeting rooms will be held for 30-minutes before a reservation is forfeited.
- Customers must cancel all reservations that will not be used. Meeting room booking privileges will be suspended for a three (3) month period for customers with three (3) no-shows without cancellations.
- 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, yoga or other exercises, etc.

- Upon arrival on the date of the meeting room reservation, customers must check in with Library staff at the circulation desk to receive instructions on completing a meeting room statistics form.
- Set-up and clean-up are the responsibility of the meeting room 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.
- The Library cannot be held responsible for materials or equipment left in the building by users.
- Meeting room users must adhere to all copyright and public performance laws.
- 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 a 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.

Addendum for Central Library, Clemmons Branch, and Paddison Memorial Branch

- Users requesting a meeting room are required to complete a 20-minute training before their first use. Additional training will only be required in the event of new equipment purchases. Rooms will be confirmed after the training has been completed.
- Small group rooms (up to five (5) people) may only be reserved for four (4) hours per day.
- Meeting rooms in the Children's departments can be used by children under the age of 18. Children under the age of 12 will receive training along with their parent/guardian. Children between the ages of 12 and 17 may receive training on their own.
- The Sound Production Room at the Central Library will close 30-minutes prior to the closing of the Library.
- Users may request the use of the Servery (kitchen) at the Central Library with limited kitchen resources for food preparation. Groups or organizations will have access to the refrigerator, sink and microwave. Groups or organizations will need to bring their own utensils.
- Groups or organizations using the Servery (kitchen) at the Central Library must leave the Servery in a clean and orderly condition.

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

_____ *Printed Name*

_____ *Signature*

_____ *Library Card Number*

_____ *Date*