



<u>Policy</u>	<u>Date Approved by WGRLS Board</u>
Meeting Room Policy	9/2007, 5/25/2021

Purpose:

West Georgia Regional Library System (“WGRLS”) provides meeting room space as a service to the community for use by individual groups and/or organizations.

Policy:

The general policies and procedures for the use of the meeting rooms in libraries in WGRLS are within the jurisdiction of the West Georgia Regional Library System Board. Each individual library governing body may establish a meeting room policy for the libraries in that county as long as they are not in conflict with the regional policy.

The responsibility for implementing the meeting room policy and for scheduling the use of meeting rooms at each member library rests with the member library manager in charge of the building or their designated representative.

Who May Use the Meeting Room

WGRLS meeting rooms, while primarily a space for the library to use in the provision of library events, may be reserved when available. All non-library activities in the library’s meeting rooms must be free of charge and open to the public. The meeting rooms may not be reserved for:

- a. Commercial meetings or gathering help for financial gain or furthering a commercial interest. Any goods or services sold must be pre-approved by the library manager.
- b. Non-library programs or classes that require a payment for attending.
- c. Private social gatherings such as showers, parties, family reunions, etc.
- d. Campaign rallies or as an election night headquarters.

Reserving the Meeting Room

Library related functions will be given first priority. Other requests will be filled on a first-come, first-served basis.

Requests for the use of meeting space must be made in person by completing an application form at the member library least one week in advance of the meeting. The individual member libraries may collect a charge to reserve the meeting room. ¹Non-profit groups will not be charged for the use of the meeting rooms. However, individual libraries may charge a refundable security deposit at the discretion of the library governing body.

An up-to-date PINES card is required to make reservations, and charges for any damage caused to the room will be placed on the account of the individual who made the reservation. Non-profit organizations do not require a PINES card to reserve a room, but are still responsible for damages to the space.

Meeting rooms are available for use during normal library hours and must be completely vacated by closing time. Use of the meeting rooms outside of normal library hours is subject to approval by the library governing body and the member library manager.

At the discretion of the library governing body and the member library manager, groups may reserve meeting rooms on a continuing basis. However, groups may not reserve meeting room space more than ninety days in advance.

Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups. Member library managers must keep a calendar of scheduled use of the meeting rooms. This calendar must be available at the circulation desk or at a location accessible to the supervisor on duty and to the public.

Additional Rules For Meeting Room Use

1. Attendance at meetings must be limited to the specified capacity of the room, with open aisles maintained within the seating arrangement to provide clear access to exits.
2. The length of time needed for the meeting should include time for those organizing the meeting to set up the room and put it back in order at the end of the meeting.
3. The determination of whether staff or kitchen facilities may be used is made by the member library manager.
4. Meeting organizers should discuss and arrange audio/visual setup requirements when filling out the meeting room reservation form.

¹ Nonprofit organizations are defined as those organizations with proof of incorporation as a nonprofit or charitable entity; any organization recognized as a service organization; or any local group meeting for a specific not-for-profit purpose.

² For-profit organizations are defined as a group or organization whose purpose is to conduct operations to realize a financial profit.

5. Permission to use the library meeting rooms may be withheld from groups or individuals who damage the room carpet, equipment, or furniture, or failure to comply with this and other WGRLS policies.
6. Use of the meeting room should comply with other WGRLS policies and the Code of Conduct. Groups or individuals who do not do so will be asked to leave.
7. Use of the library's meeting rooms does not constitute endorsement by the library of points of view expressed by the group. Any advertisements of the meeting should have the phrase *The West Georgia Regional Library System does not advocate or endorse the viewpoints of meetings or meeting room users.* The library's name, address, or telephone number should not be used as the contact information for the group or organizer.