



Meeting Room Policy

Meeting rooms (including conference rooms and study rooms) are available throughout the Greenville County Library System (hereinafter referred to as "Library") for meetings, presentations, information sharing, etc. to encourage use of the Library as the destination of choice for exploring our world.

The Library will make meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups (hereinafter referred to as "Users") requesting their use. Permission to use a Library meeting room does not constitute endorsement of the viewpoints of meeting room Users.

Library programs have priority for meeting room reservations and are not subject to the Meeting Room Policy. All other reservations are made on a first-come, first-served basis. The Library reserves the right to cancel a reservation if necessary.

Meeting rooms are available for use only during the operating hours of the Library facility in which a room is located.

The Library reserves the right to charge the Library card account of the persons signing a Meeting Room Application (hereinafter referred to as "Applicants") for damages to Library property resulting from said Applicants' use of a meeting room.

Violations of the Meeting Room Policy or the Library's Code of Conduct may result in the denial of meeting room use and/or the assessment of penalty fees.

Regulations & Restrictions

- A Meeting Room Application must have the signatures of two persons at least 18 years of age who have Greenville County Library System cards in good standing. Reservations for study rooms require only one signature.
- One or both Applicants must be present in the meeting room during the entire reservation period.
- Meeting rooms may not be used for purposes that are primarily social including, but not limited to, parties, showers, reunions, wakes, etc.
- Meeting rooms may not be used for fundraising or profit-making purposes of any kind.

- Users may neither sell or exchange goods or services nor promote sales by samples, pictures, or descriptions.
- Users may neither solicit nor collect donations of money or other property from the meeting participants.
- Because the Library is a public facility, all meetings are open to the public; therefore, privacy cannot be guaranteed except for lawful executive sessions of governmental bodies.
- Users must conform to the Library's *Code of Conduct*. (copy attached)
- The Library reserves the right to have a representative attend any meeting held in its facilities to ensure that no unlawful activities or activities contrary to this policy or the Library's Code of Conduct are occurring.
- Meetings are subject to all applicable federal, state, county, and municipal laws and regulations.
- No candles or other incendiary materials may be lit or burned.
- No food and/or beverages, except plain water, may be consumed in a meeting room unless Applicants have paid the food/beverage fee.
- Alcoholic beverages are not permitted.
- No red-colored liquid may be brought into the meeting rooms.
- No electrical appliances except coffee pots may be used in meeting rooms and/or kitchen facilities.
- Users may neither claim endorsement by the Library nor imply that the Library is sponsoring their meeting. Meeting publicity should not include library telephone numbers.
- Meeting activities must be confined to the meeting room itself.
- Meetings must end 30 minutes before Library closing, unless Applicants receive prior written approval from Library staff. Users must inform Library staff when their meeting has ended.
- Users must report any damages to Library property and/or equipment occurring during or in connection with their meeting.
- Any meeting with individuals under the age of 18 in attendance must have at least one responsible adult present in the meeting room for every 15 persons younger than 18 years of age.

- Requests for a refund of paid fees must be submitted in writing to the meeting location.
- Failure to provide notice of cancellation may result in the denial of future meeting room use.

Liability

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside a Library building. The Library is not responsible for damage, loss, or theft of personal property.

Reservation Procedures

- Applicants must submit a completed Meeting Room Application.
- Applications for meeting room use may be submitted no more than 90 days in advance. Exception: Requests for one-time events or annual meetings may be submitted up to one year in advance.
- A meeting room at the same Library location may not be reserved by the same group more than three (3) times in a calendar month.
- Reservation periods must include sufficient time for Users to set up the room and return it to its original arrangement at the conclusion of the meeting.
- Meeting room requests are considered pending until Applicants receive written confirmation from Library staff.

Non-reserved Use

Groups or individuals may use meeting rooms on a first come, first served basis if they are not already reserved. A Meeting Room Application must be completed prior to use, except for use of study rooms.

Furniture and Equipment

The Library does not provide set up or take down of furniture and/or equipment in meeting rooms, unless the room set-up/take down fee has been submitted with the Meeting Room Application.

Users may rearrange furniture and/or equipment within a meeting room for the scheduled event, as long as exits are not blocked. Furniture may not be removed from its assigned room. Users' supplies and/or equipment may not be stored in the Library.

If the room set-up/take-down fee has not been paid, users are responsible for leaving the room in its original condition. This includes returning the furniture and/or equipment to pre-meeting locations and removing all meeting materials or placing them in trash containers.

If library staff finds that a meeting room has not been returned to its original condition without the prior payment of the room set-up/take-down fee, each Applicant's Library card account will be charged half the room set-up/take-down fee and future meeting room use may be denied.

Technical Assistance

Technical Assistance is defined as Library staff assistance with the provision, set up, or operation of any presentation, equipment and/or supplies.

Technical Assistance is provided as a fee-based service.

Each Applicant's Library card account will be charged half the cost of repairs to and/or replacement of Library equipment resulting from said Applicants' use and future meeting room use may be denied.

Food, Beverages and Kitchen Facilities

Food and/or beverages, with the exception of plain water, are allowed in meeting rooms only after the prepayment of the food/beverage fee. No food or beverages are allowed in conference rooms and study rooms. Food and/or beverages may not be taken from meeting rooms to other parts of the Library.

At the end of a meeting, Users are responsible for removing all food and/or beverage items, trash, etc. from the meeting room and kitchen facilities and placing them in trash containers.

If Library staff discovers that food and/or beverages have been consumed without prior payment of the food/beverage fee, each Applicant's Library card account will be charged half the food/beverage fee and future meeting room use may be denied.

Exclusive kitchen access for Users cannot be granted.

Denial of Meeting Room Reservation Request

Violation of the Meeting Room Policy may result in the denial of a meeting room reservation request.

An individual, group, or organization may appeal the denial of a meeting room reservation request through the following process:

- Submit a completed *Meeting Room Usage Reconsideration Request* form to the Library's Executive Director within ten (10) days of notification of the denial. The Executive Director will respond in writing within ten (10) days.
- An appeal of the Executive Director's decision may be submitted in writing within ten (10) days of notification of the decision to the Chair of the Library Board of Trustees. The appeal will be considered at the next regularly scheduled Board meeting. The decision of the Board of Trustees is final.

All meeting room reservations approved prior to the date of any revisions to this Policy may continue to be held as scheduled.