



GREENVILLE COUNTY LIBRARY SYSTEM MEETING SPACES USE POLICY

Meeting spaces (including Meeting Rooms, Conference Rooms Study Rooms, and the Computer Training Lab) 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 your world.

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

Library programs have priority for use of meeting spaces and are not subject to this policy. All other usage for specific time periods is determined by reservations on first-come, first-served basis. The Library reserves the right to cancel or amend a reservation if necessary.

A meeting space is available for use only during the operating hours of the Library facility in which the space is located.

The Library reserves the right to charge the Library card accounts of Applicants for damages to Library property resulting from said Applicants' use of Library meeting space.

Violations of this policy or the Library's *Code of Conduct* may result in the denial of meeting spaces use and/or the assessment of penalty fees.

Regulations & Restrictions

- A Meeting Room Application must have the signatures of two (2) persons at least 18 years of age who have a Greenville County Library System user account in good standing. An application for Conference Rooms in Library branches and for the Study Rooms and Computer Training Lab at the Hughes Main Library require only one (1) signature.
- At least one Applicant must be present in a meeting space during the entire period of use.
- Meeting spaces may not be used for purposes that are primarily social including, but not limited to, parties, showers, reunions, wakes, etc.

- Meeting spaces may not be used for fundraising (except on behalf of the Library) 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 meeting participants.
- Because the Library is a public facility, privacy cannot be guaranteed except for lawful executive sessions of governmental bodies.
- Users must conform to the Library's *Code of Conduct*.
- 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 or beverages, except plain water, may be consumed in Meeting Rooms unless Applicants have paid the Food/Beverage fee. No food or beverages are allowed in Conference Rooms, Study Rooms, or the Computer Training Lab.
- Alcoholic beverages are not permitted.
- No red-colored liquid may be brought into meeting spaces.
- No electrical appliances except coffee pots may be used in Meeting Rooms.
- 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 meeting space.
- Meetings must end 30 minutes before Library closing. Applicants must inform Library staff when their meeting has ended.
- Applicants 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.
- The Library reserves the right to cancel a reservation when an Applicant is not present within 30 minutes of the time the reservation begins.
- Failure to cancel a reservation may result in the denial of future meeting space 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, Conference Room Application, or Computer Training Lab Application.
- Applications for meeting space 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 space 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 Applicants to set up the Meeting Room and return it to its original arrangement at the conclusion of the meeting.
- Meeting space requests are considered pending until Applicants receive written confirmation from Library staff.

Non-reserved Use

With exception of the Computer Training Lab at the Hughes Main Library, groups or individuals may use meeting spaces on a first come, first served basis if they are not already reserved. An application must be completed prior to non-reserved use, except for use of Study Rooms and Conference Rooms.

Conference Rooms may be used on a first come, first served basis in two (2) hour increments. Users will be allowed to continue use in two (2) hour increments when no one is waiting. The time increment for non-reserved Study Room use in branch libraries is determined by Branch Managers based on local demand.

Furniture and Equipment

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

Applicants may rearrange furniture and/or equipment within a Meeting Room as long as exits are not blocked. Furniture may not be removed from its assigned space. Applicants' supplies and/or equipment may not be stored in the Library.

Applicants 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. Meeting Room users who have paid the Set-up/Take-down fee are exempt from the requirements relating to returning the furniture and/or equipment to pre-meeting locations.

If Library staff finds that a Meeting Room has not been returned to its original condition without the prior payment of the Set-up/Take-down fee, each Applicant's Library user account will be charged half the Set-up/Take-down fee and future meeting space use may be denied.

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

Technical Assistance

Technical Assistance is provided as a fee-based service.

Technical Assistance is defined as Library staff assistance to Applicants with provision, set up, or operation of any presentation, equipment and/or supplies in conjunction with use of a Meeting Room.

Food and Beverages

Food and/or beverages may not be taken from Meeting Rooms to other parts of the Library.

At the end of their meeting, Applicants are responsible for removing their food and/or beverage items, trash, etc. from the Meeting Room 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 user account will be charged half the Food/Beverage fee and future meeting space use may be denied.

Kitchen Facilities

Availability of kitchen facilities cannot be guaranteed unless the Food/Beverage fee has been paid. Exclusive kitchen access for Applicants cannot be granted since kitchens are used by Library staff as well.

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

Kitchen facilities may not be used for non-food related activities.

Denial of Meeting Space Use Request

Violation of this policy may result in the denial of a meeting space use request.

An individual, group, or organization may appeal the denial of a meeting space use 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 space reservations confirmed prior to the date of any revisions to this policy will be honored as scheduled.