

GREENVILLE (SC) COUNTY LIBRARY SYSTEM

MEETING SPACES USE POLICY

The Greenville County Library System ("Library System") offers a variety of meeting spaces for use by groups and organizations on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. This *Meeting Spaces Use Policy* establishes rules and procedures for use of the Library System's meeting spaces by the public. Use of Library System meeting spaces by the public signifies acceptance of the terms of this policy. Approved use of Library System meeting spaces does not constitute the Library System's endorsement of an Applicant's viewpoints or meeting content.

All Library System meeting spaces are considered public areas; therefore, privacy is not guaranteed. The Library System reserves the right to limit attendance below the posted occupancy permitted. All activity and persons in meeting spaces are subject to the Library System's *Code of Conduct*. The Library System reserves the right to designate a meeting space for reserved or walk-in use. Due to unforeseen circumstances, the Library System may need to reschedule and/or relocate a meeting.

Library System events are given priority in the scheduling of meeting spaces and are not subject to this policy. All meeting space reservations confirmed prior to the date of the most recent revision to this policy will be honored as scheduled.

Prohibited Activities

- Display, demonstration, or distribution of physical products available for purchase
- Collecting or requesting orders, pledges, funds, or donations from attendees during the period of use
- Charging for admission, registration, materials, or supplies
- Restrictions on admission except for executive sessions of government bodies
- Limiting attendance to a number less than the posted occupancy permitted
- Personal social events such as parties, receptions, reunions, wakes, funerals
- Hands-on examinations, treatments, or therapies
- Legal proceedings, including depositions and hearings
- Bringing in sound equipment or non-library furnishings
- Attaching items to walls; using glitter, glue, paint, chemical products, or open flames
- Consumption of food or drink other than bottled water (except at Hughes Main Library and Five Forks Branch with pre-paid fee).

Rules of Use

1. Meeting space is available only during operating hours of a Library System location.
2. The Applicant for reserved use or the listed walk-in user is considered the primary contact and responsible party, and is liable for damages caused or fees assessed in conjunction with room use.
3. Spaces are unlocked only for the Applicant, pre-arranged Designee, or listed walk-in user. A Library card or Photo ID must be presented for entry. Early entry is not granted.
4. Applicant, Designee, or listed walk-in user must be present in meeting space during entire period of use. At least one responsible adult must be present for every 12 persons younger than 18 years of age.
5. Users may not store supplies in meeting spaces or on Library System property.

6. During use, doors to meeting space must remain unlocked. Lights must remain on except when a projector is being used. Windows/doors may not be covered or blocked at any time.
7. Reserved and/or walk-in use may not exceed four (4) hours per day per individual or group.
8. Display of signage, distribution of literature, and all meeting activities must be confined to the interior of the meeting space.
9. Sponsorship or endorsement of the meeting by the Library System may not be implied in meeting promotion. Promotional information for meetings may NOT include the Library System logo, branding elements, telephone number, email address, or website address. A Library System location's physical address may not be used as the return address on mailings.
10. Meeting spaces must be returned to pre-meeting condition and vacated 30 minutes before a Library System location's closing. Applicant is responsible for all setup and breakdown of tables and chairs.

Reserved Use

11. Applications may be obtained at any Library System location and on the Library System's website, and can be submitted in person, electronically, or via fax to the location where the meeting is to be held.
12. Applications are processed in the order received, and no earlier than 60 days in advance of the requested usage date. One annual meeting per Applicant or Organization may be submitted up to one year in advance for Meeting Rooms at the Hughes Main Library. Branches do not accept annual reservation requests. Applications submitted less than 48 hours in advance of requested date may not be considered in time for requested use.
13. Applicants and Designees must be at least 18 years old, and use their own active Greenville County Resident or Non-Resident Library card with meeting space reservation privileges that is not blocked in order to request a reservation/serve as Designee.
14. All requests for reservations are considered pending until a completed application is submitted, any associated fees are paid, and Library System staff sends Applicant written confirmation.
15. No more than three (3) meeting space reservations for the same Applicant, Designee, or on behalf of the same group are permitted in the same calendar month across all Library System locations.
16. Only Conference Rooms may be reserved for use by just one person.
17. Study Rooms are not reservable.
18. A reservation period may not exceed four (4) consecutive hours per Reservation Time except for the Computer Training Lab. All set-up/take-down is to take place during the Reservation Time Period.
19. The Library System reserves the right to cancel a meeting when Applicant/Designee does not check in within 30 minutes of the reservation's start time.
20. Checking in with staff is advised at meeting conclusion to assess room condition. A documented pattern of failing to return room to pre-meeting condition may result in loss of reservation privileges for up to six (6) months.
21. Three (3) or more cancelled reservations within 60 days may result in loss of reservation privileges for up to six (6) months.
22. Two no-shows within a calendar year will result in the Applicant's loss of reservation privileges for a six (6) month period beginning the day after the second no-show. Any reserved dates within the six (6) month period will be cancelled.

Walk-In Use

23. Walk-in use of a Conference Room or Study Room is available for up to two (2) hours per individual or group on a first come, first served basis to individuals at least 15 years of age with presentation of their photo ID. The Computer Training Lab is not available for walk-in use.
24. Assigned space may continue to be used for up to an additional two (2) hours by the same individual or group if it is not needed to accommodate another walk-in user, a reservation, or Library System staff use.
25. To use Meeting Rooms or the Collaboration Space on a walk-in basis, an individual must be at least 18 years old and have an active Library card that is not blocked.

Fees/Refunds

Use of Library System meeting spaces is free of charge, except for the Computer Training Lab. Fees for use of available equipment and services are listed on the *Application for Use of Reserved Meeting Space*. The Library System reserves the right to charge the responsible party's Library card account for damages of Library System property resulting from the use or misuse of any Library System meeting space. Tampering with data ports or altering technical equipment without staff assistance may result in charges and/or suspension of future reserved use until charges or fees associated with room use are paid.

Applicant may submit a written request for a refund of paid fees to staff at the Library System location where the fees were paid. Refunds are provided for reservations cancelled by the Library System due to unanticipated circumstances. Refunds are not provided if the Applicant fails to show or provide cancellation notice prior to the meeting date.

Denial of Use/Appeals

The Library System reserves the right to suspend or revoke meeting spaces use privileges, and/or cancel a reservation for any individual or group that fails to comply with this policy or the Library System's *Code of Conduct*. Applicants or the listed responsible party may appeal denial of use in writing to the Library System's Executive Director within ten (10) days of notification of the denial. The Executive Director's decision may be appealed in writing to the Library Board of Trustees. The decision of the Library Board is final.