

GREENVILLE (SC) COUNTY LIBRARY SYSTEM
MEETING SPACES USE POLICY AND REGULATIONS

POLICY

Meeting spaces throughout the Greenville County Library System ("Library") include meeting rooms and conference rooms at all locations, the Collaboration Space at the Five Forks Branch and the Computer Training Lab at the Hughes Main.

Applicants must have a Library card in good standing to make use of meeting spaces. Out-of-county residents who wish to use Library meeting spaces must purchase a Non-Resident Library card.

All meeting spaces are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups ("Applicant") requesting their use. Approved use of Library meeting spaces does not constitute endorsement of an Applicant's viewpoints.

Meeting spaces are available only during the operating hours of the Library facility in which the spaces are located and may not be used for functions that are primarily social or for the solicitation of funds, sales, business promotion or any other profit-making activities except on behalf of the Library.

Library programs take precedence for use of meeting spaces and are not subject to this policy.

Application

An application must be submitted to reserve available meeting spaces. Completed applications will be considered on a first come, first served basis. The Library reserves the right to cancel or amend a reservation.

Non-reserved (walk-in) use is available to Library cardholders in good standing. An application must be completed prior to non-reserved use.

Fees

Use of Library meeting spaces is free of charge, except for the Computer Training Lab. Fee-based services and/or permissions available for purchase are listed on the Meeting Room and Computer Training Lab applications. The Library reserves the right to charge the Applicant for damages to Library property resulting from the Applicant's use of Library meeting space.

Guidelines

All activity in Library meeting spaces is subject to the Library's *Code of Conduct*. Violations of it or any other Library policy may result in the denial of meeting space use and/or the assessment of fees. Applicant may appeal the denial of meeting space use in writing to the Library's Executive Director within ten (10) days of notification of the denial. The Executive Director's decision may be appealed to the Library Board of Trustees in writing and will be considered at the next regularly scheduled Board meeting. The decision of the Board is final.

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.

All meeting space reservations confirmed prior to the date of any revisions to this policy and related regulations will be honored as scheduled.

REGULATIONS

Reservations

To reserve a meeting space Applicant must:

- be at least 18 years of age
- be a Greenville County resident or an out-of-county resident who has purchased a Non-Resident Library card
- use his or her own library card that is in good standing and with borrowing privileges.
- submit a completed Meeting Room Application, Conference Room Application or Computer Training Lab Application.

Applications may be submitted up to 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 be reserved by the same Applicant or on behalf of the same group up to three (3) times in the same calendar month.

Meeting rooms may not be reserved for use by only one person.

Reservation periods must include sufficient time for furniture/equipment set-up and take-down. Reservations are considered pending until the Applicant receives written confirmation from Library staff. Reserved meeting spaces will be unlocked only for the Applicant and/or designee noted by the Applicant on the application ("Applicant's designee").

Non-Reserved Use

Library cardholders may use available meeting rooms and conference rooms on a walk-in, first come, first served basis after completing an application. Conference rooms may be used up to two-hours. When no one else is waiting, the Applicant may be allowed to extend use up to two (2) additional hours, not to exceed a total of four (4) hours of non-reserved use per day. Due to high demand on Sundays, conference rooms at Hughes Main and Five Forks Branch may be used no longer than two (2) hours with no extension of time.

General Conditions of Use

The Applicant may neither claim endorsement by the Library nor imply that the Library is sponsoring the Applicant's use of Library meeting space. Meeting publicity should not imply the event is a Library activity, but may include Library location information. The Applicant may not include Library telephone numbers in meeting publicity.

The Applicant must confine display of signage, distribution of literature and meeting activities to the reserved meeting space.

The Applicant or Applicant's designee must be present in a meeting space during the entire period of use.

Because the Library is a public facility, privacy cannot be guaranteed except for lawful executive sessions of governmental bodies. The Library reserves the right to have a representative attend any meeting held in its facilities to ensure that violations of Library policy and the Library's *Code of Conduct* are not occurring.

Meeting spaces may not be used for purposes or activities that are primarily social including, but not limited to, parties, receptions, showers, reunions, etc. Awards/ recognition ceremonies are allowed.

The Applicant may neither solicit nor collect money such as admission fees, donations of any kind or pledge forms from meeting attendees within the reserved space.

The Applicant may not engage in profit-making activities including, but not limited to, selling or exchanging goods/services; promoting sales by samples, pictures, descriptions or collecting personal contact information.

Meeting spaces may not be used for workshops, seminars or programs which include direct or indirect promotion of a business or solicitation of clients. Prohibited uses include, but are not limited to, a free presentation or seminar that is similar or identical to the Applicant's for-profit business services/activities; a presentation about a product, program or service that would be available in the future at a cost to the attendee, or a presentation that endorses membership in tiered marketing or home-based sales.

Library meeting spaces may be used for government resource partner activities and educational activities that lead to or maintain a license or certification required and/or issued by a government agency.

The posted occupancy limit for a meeting space is determined by the local Fire Marshal and may vary for similar-sized spaces from one Library location to another. Occupancy information for meeting spaces is available from Library staff or on the Library's website.

When a conference or study room is in use, the room's lights must remain on, its doors must remain unlocked and its windows/doors may not be covered or blocked.

Any meeting room or Computer Training Lab use must have at least one responsible adult present in the room for every 15 persons younger than 18 years of age.

Food and Beverages

In the Computer Training Lab, bottled water is allowed for the instructor only. No other food or beverage is allowed.

In conference and study rooms, only bottled water is allowed. No other food or beverage is allowed.

In meeting rooms, only bottled water is permitted unless the Applicant has paid the Food/Beverage Fee.

If Library staff finds that any food or beverage was taken into or consumed in a meeting space without prior payment of the Food/Beverage Fee, the Applicant will be charged the fee.

No alcoholic beverages are permitted.

The Applicant may bring coffee pots and electric food servers to use in the meeting rooms. No other electrical appliances are allowed.

Furniture and Equipment

The Applicant must provide furniture/equipment set-up and take-down unless the Applicant pre-pays the Set-Up and Take-Down Fee.

The Applicant may rearrange furniture and/or equipment within a meeting room as long as the room's exits are not blocked. The Applicant may not add or remove furniture from assigned meeting space without prior permission from Library staff.

The Applicant may not store supplies and/or equipment in the Library and must remove all meeting materials or place them in trash containers provided when finished.

Before leaving a meeting space, the Applicant must return furniture/equipment to the condition and arrangement in which the space was found unless the Applicant paid the Set-up and Take-down Fee.

If Library staff finds that a meeting space has not been returned to its pre-meeting condition and the Set-up and Take-down Fee has not been paid, the Applicant's Library card account may be charged the Set-up and Take-down Fee and future reserved use of Library meeting space may be denied.

The Applicant's Library card account may be charged for the cost of repairs and/or replacement of Library equipment resulting from the Applicant's use of the meeting space and future reserved use of Library meeting space may be denied.

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

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

Technical Assistance

Technical Assistance is defined as assistance given by Library staff to a meeting space Applicant or Applicant's designee beyond general instruction, regarding the set up or operation of any Library equipment. Library staff may provide general instructions concerning Library equipment. The Applicant will be charged a fee for technical assistance beyond general instructions.

Time Limits

Meeting spaces must be vacated 30 minutes before Library closing. Applicant must inform Library staff when finished using a space.

Late Arrivals, Cancellations, Refunds

The Applicant must give Library staff notice of late arrival prior to the reservation start time. The Library reserves the right to cancel a reservation when an Applicant or Applicant's designee is not present within 30 minutes after the reservation start time if someone else requests use of the space.

The failure of an Applicant to provide Library staff notice of cancellation within 24 hours prior to a reservation start time may result in the denial of future reserved meeting space use.

If proper notice of cancellation is given, the Applicant may submit a written request for a refund of paid fees to Library staff at the location where the fees were paid. Refund of Set-up and Take-down Fee for services already performed is contingent upon receipt of required cancellation notice. Repeated late arrivals, cancellations or "no shows" will result in the denial of future reserved meeting space use.