

## **Sheppard Memorial Library Meeting room Policy**

Library meeting rooms are available for public use. These areas may be used for meetings if they do not interfere with normal library activities.

Bookings for the use of facilities should be arranged at least 24 hours in advance of the opening of the meeting. The bookings should be made through the librarian at the facility where the meeting room is located.

Reservations will be accepted on a first-come, first-served basis. However, Sheppard Library, City of Greenville, or Pitt County government meetings will take priority over other requests.

Meetings must occur during normal library operating hours when adequate library personnel are available. No one will be admitted into the building before the start of **public working hours**.

A person must be at least 18 years old to reserve a meeting room.

The person reserving the room will be held responsible for ensuring all individuals attending the session are aware of the provisions of this policy, for the proper conduct of individuals attending the session, and for the expense of any damage to the library property and/or cleaning necessitated by the condition in which the room is left.

When a meeting is over, the leader of the meeting should inform the library circulation desk staff that participants have left the meeting room and the total number of persons who used the room during the meeting. **This information should be on the attendance slip provided and turned in to the circulation staff.**

The person arranging for use of a library facility must sign an application form specifically referring to that facility.

Groups will be responsible for their own exhibits and equipment as well as room set up; the library cannot provide staff, equipment, or supplies for this purpose. The room must be left in good order at the conclusion of the meeting. If the furniture is rearranged, it must be returned to default set-up before leaving the room. A picture of the set-up can be found on the meeting room door.

Meeting room users may not leave equipment unattended. The library is not responsible for the loss or damage to any personal items of meeting room users.

While requests for specific meeting rooms will be honored when possible, the library reserves the right to assign meetings to the most appropriate space.

No more than twelve (12) meetings may be scheduled at one time. Once this series of meetings is complete, additional meetings may be scheduled if space is available.

Meetings may not be scheduled for more than twelve (12) months in advance.

Each group is responsible for notifying the library of a cancellation at or before the scheduled meeting time. Reserved rooms will be held for 30 minutes past the scheduled time. If the person or group has not arrived within 30 minutes after the scheduled reservation, and has not called to let staff know they will be arriving late, the reservation will be cancelled. Failure to appear for three consecutive scheduled meetings will result in cancellation of all remaining scheduled meetings.

No alcoholic beverages are allowed.

No smoking is allowed.

No collection of admission fees or tuition, conduction of sales, taking of orders for sales, or exchange of money for any reason is allowed.

Noise levels that interfere with normal library operations are prohibited.

Any public notice or advertisement of meetings at the library must contain the following disclaimer:

**“This meeting is neither sponsored by nor endorsed by Sheppard Memorial Library.”**

Failure to comply with the provisions of this policy will result in the group being asked to leave the library and may result in loss of meeting room privileges.

The services and facilities of the library are provided without regard to race, sex, creed, or national origin.