

## Sheppard Memorial Library Meeting Room Policy

### Public use of library facilities

- 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 Adult Public Services desk or with the branch head. Bookings for the main library should be written in the appointment calendars (one for each room) kept at the Reference desk; include the booking patron's name and home and/or business phone number, times of use, and after the event, the total number of persons using the room.
- Reservations will be accepted on a first-come, first-served basis. However, Sheppard Library, City of Greenville, or Pitt County governmental 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 operating 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 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.
- The person arranging for use of a library facility must sign an application form specifically referring to that facility. If that person schedules the meeting area for a series of regular meetings for which there is insufficient space on the first application form to list dates of use, additional forms should be stapled to the first signed form.
- 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. 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.
- The maximum number of people allowed in each meeting room is indicated inside the door of that meeting room.
  - \*No alcoholic beverages are allowed.
  - \*No smoking is allowed.

\*Food and beverages are allowed inside the meeting rooms.

The room must be left in good order at the conclusion of the meeting. The patron may be charged a carpet cleaning fee if the carpet needs spot cleaning from food or drink spillage.

- 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.”**

- Each group is responsible for notifying the library of a cancellation at or before its scheduled time. Reserved meeting 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 may be cancelled.
- 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.
- 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 the meeting space is available. Meetings may not be scheduled for more than twelve (12) months in advance. Failure to appear for three consecutive scheduled meetings will result in cancellation of all remaining scheduled meetings.

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