

New Hanover County Public Library Meeting & Conference Room Policy

A. Purpose: To provide regulations for the use of library meeting space to ensure equitable access to library facilities by community and governmental organizations.

B. The use of library meeting space is open for any lawful activity to community groups or governmental organizations without charge, and to for-profit organizations or organizations that charge or sponsor a fund raising event for an established fee. Permission to use library-meeting space does not constitute an endorsement by the library of that group's activities or beliefs.

C. Reservations: Reservations will be taken on a first come-first serve basis and should be made at least three days ahead of the meeting in order to ensure time for confirmation. A written confirmation from the library is required for use of library meeting rooms. Reservation requests can be made online from the library's web page <<http://www.nhclibrary.org>> or by calling (910) 798-6311. Meetings cannot be booked more than ninety days in advance. Standing reservations will not be accepted. Room reservations will be made for no more than five consecutive days at a time.

D. Fees: For-profit groups, individuals or any group that charges participants a registration fee or is engaged in fund raising, will be charged a non-refundable fee. This fee will be due 10 calendar days before the event or the meeting will not be confirmed. Additional fees will be charged for use of audiovisual equipment and for damage to facilities and/or equipment. Groups wishing to book a meeting room after regular hours must get administrative authorization and pay for necessary security.

- 1) All requests for meetings are subject to approval by the library administrative staff and to review by the Library Advisory Board.
- 2) All advertisement for activities held in a library meeting room must clearly identify the sponsor by name and phone number, and may only use the name New Hanover County Public Library to identify the meeting location.
- 3) The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule canceled meetings will be made.
- 4) Use of the meeting rooms must not interfere with the use of the library by others.
- 5) Persons attending meetings are subject to all library policies and regulations.
- 6) No smoking is allowed in the meeting rooms or anywhere in the library.
- 7) Light refreshments may be served in the meeting rooms but no alcoholic beverages are permitted unless authorized by County Administration.
- 8) No interview or audition style meetings are allowed.
- 9) Attendees are not allowed to leave their children unsupervised. Meetings which are primarily of a social nature will be charged the appropriate for-profit rate.
- 10) Meetings must end 15 minutes before closing unless security has been arranged.
- 11) Signs, banners, flyers, etc. may not be affixed to library property.
- 12) Failure to leave rooms clean and in the proper set-up will result in a custodial fee and possible loss of future use.
- 13) Library staff members will not assist in the set-up or arrangement of rooms.
- 14) The individual or organization reserving the room will be responsible for any damage to library property.
- 15) Audio-visual equipment can be reserved separately through the administrative office.
- 16) Restrooms and public telephones on the third floor of the Main Library are reserved for library personnel and meeting room attendees.

I agree to the meeting room policy above:

Name/Group: _____ **Date:** _____

Mailing address: _____ **Phone:** _____

_____ **Fax:** _____

Signature: _____ **E-mail:** _____

**YOUR ROOM IS NOT RESERVED UNTIL YOU RECEIVE WRITTEN CONFIRMATION
IN THE FORM OF A FAX OR E-MAIL, OR PHONE MESSAGE**