

## Marion County Library System Meeting Room Policy

### About the meeting rooms

The MCLS (the Library) has two meeting rooms available for reservation. To reserve a room, fill out a meeting room reservation application form. Requests are subject to approval by the Library Director.

#### Mullins

Maximum occupancy: 24

The Mullins Library meeting room may be used when the library is not open, with the following limitations:

- No more than one meeting after hours per closing period will be approved.
- Meetings must conclude in time to leave the building by 9pm.
- A security deposit of **\$50** (cash, or check made out to the Marion County Library System) is required to reserve the meeting room after hours. This deposit will be returned after library staff complete review of room and the key has been returned.
- Fees may be charged beyond the security deposit, depending upon extent of damages or loss, including lost or unreturned keys.
- Keys must be returned at the conclusion of the meeting, per staff instructions. There is no grace period.

#### Nichols

Maximum occupancy: 20

The Nichols meeting room may only be reserved during the hours that the Nichols branch is open.

#### Marion

There are no meeting rooms available in the Marion location.

### Guidelines for usage

Meeting rooms are intended for use by nonprofit, service, and community groups and organizations. (See "Who can apply for a reservation" for more details.)

Meeting rooms may be booked up to three months in advance. Groups may not have more than two reservations at a time. Groups may not use the meeting rooms more than once each month. The Library and Library-affiliated groups are exempt from the limits to frequency of use.

Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed. However, at the discretion of the Library Director, the following will be permissible at Library-sponsored programs:

- Fundraising to benefit the Library.
- The sale of books and other items by authors, artists, or other presenters as part of a Library program.

Meeting rooms may not be used for social gatherings such as showers, birthday parties, etc.

Meetings should consist of at least 6 individuals, up to the maximum occupancy.

Meeting attendees must follow the Library's Code of Conduct. Loud noise and other disruptive behavior may result in the attendees being asked to leave.

Food and drink is not permitted in the meeting rooms, except at the discretion of the Library Director. Bottled water is allowed.

All waste, trash, and rubbish must be taken off the premises by the meeting organizers and/or attendees.

Rooms must be returned to its original set-up after the meeting has concluded.

Meeting organizers are responsible for their own set-up, and must return the room to its original configuration.

Meeting rooms are not equipped with projectors or computers. Meeting organizers must bring their own equipment, including Ethernet cables.

#### Who can apply for a reservation

Groups and organizations may request to use the meeting rooms. Priority will be given in the following order:

1. Marion County Library System
2. Government agencies
3. Organizations engaged in the educational, cultural, intellectual, or charitable activities of interest, of benefit to the community

#### Responsibilities of organizers

Promotion and advertising of meetings are the responsibility of the organization or group requesting the reservation.

Cancellations should be made with as much advance notice as possible. Failure to provide notice of cancellation may result in denial of future meeting room reservations.

All applications to reserve a meeting room must indicate a contact person who will be responsible for ensuring adherence to meeting room policies.

The contact person will be held liable for any damages, fines, or fees charged to the use of the meeting room.

The contact person must be at least 18 years of age.

Violation of policies may result in the group and person responsible for the reservation losing the privilege of future meeting room reservations.

#### Disclaimers

Library-sponsored activities take priority in the use of the meeting rooms and the Library reserves the right to reschedule or cancel meetings.

Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

At the discretion of the Library, a meeting room reservation may be canceled due to unanticipated building or weather conditions.