



MEETING ROOM POLICY

As a public institution dedicated to the free expression and free access to ideas representing all points of view, meeting rooms in the Cleveland County Public Library System are available for the lawful activities of all individuals or groups. Meeting rooms are available to meet general informational, educational, cultural and civic needs and provide space for activities such as discussion groups, panels, lectures, conferences, seminars, exhibits and displays. Granting permission to use Library facilities does not constitute an endorsement by the Library staff, Cleveland County, or the Library Advisory Board.

Failure to comply with the following rules may jeopardize future use of Library meeting space.

- To reserve a meeting room, a customer must be at least 18 years of age with either a valid CCLS library card, NC Cardinal card in good standing, or valid driver's license or state issued identification card.
- Meeting rooms may be used any time during the regular hours of the Library. **The Brownie Plaster (Large Meeting Room) may be reserved up to three (3) times within a 45-day period.** _____ ● All programs and meetings must be free and open to everyone. No fees or dues may be charged; no sales or donations may be solicited. _____
- Meeting rooms may be used for social gatherings such as showers, birthday parties, dances, yoga or other exercises, etc. with the provision the gathering must be open to anyone who enters the room during the meeting. _____
- Bookings for the Small Conference room and Hamrick Stutts room will be on a first-come, first-served basis. No group may reserve meeting rooms for the same day/time continually.
 - **Exception:** All Library sponsored/co-sponsored and Friends of the Library sponsored meetings/programs take first priority on all meeting room schedules and may be booked beyond the 45-day time period. The Library does not co-sponsor/partner with for-profit groups.
- Meeting rooms will be held for 20-minutes before a reservation is forfeited. _____ ● Customers should cancel all reservations that will not be used. _____
- Upon arrival on the date of your meeting room reservation, customers must check in with Library staff at the access services desk. _____
- Persons attending meetings and programs are subject to the library's Rules of Use. Programs must not disrupt the use of the library by others. _____
- Set-up and clean-up are the responsibility of the user. Scheduled time must include time for setup and cleanup during regular Library hours. Everyone must be out of the building by closing. All rooms must be returned to the original setup and must be left in a clean and orderly condition.

- The library cannot be responsible for materials or equipment left in the building by users. _____ ● All copyright and public performance laws must be adhered to. _____
- All open flames, including the use of candles, are prohibited by fire regulations. _____ ● Children under 11 years old must not be left unattended elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot be responsible for children of any age who are left unattended. _____
- All first time users of library meeting rooms must confirm agreement of this policy. All online reservations will be confirmed or denied within 48 hours or the next business day. _____
- Users may request the use of the kitchen with limited kitchen resources for food preparation. Groups or organizations will have access to the refrigerator, sink & microwave. _____ ● Groups or organizations using the kitchen must leave the kitchen in a clean and orderly condition. _____
- Groups or organizations will need to bring their own utensils. _____

I have read and agree to comply with the Meeting Room Policy.

_____ Printed Name

_____ Signature

_____ Date