



# Coastal Plain Regional Library System

Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties

## Meeting Room Policy April 22, 2021

The meeting rooms in all the libraries of the Coastal Plain Regional Library System are for purposes consistent with the shared mission: to enrich lives by connecting patrons of all ages with valuable resources, innovative technology, and quality information. As a service to our communities, meeting rooms may be used by non-profit or not-for-profit organizations for activities of a civic, cultural, or educational nature.

The following guidelines for use are common to all facilities of the CPRLS. In addition, the Boards of Trustees of each affiliated branch will establish guidelines specific to their location, including maintenance fees, hours of use, level of refreshment allowed, and equipment availability. Those location-specific guidelines can be found on the Application for Meeting Room Use available at the affiliate library. All policies and guidelines will be applied equally, regardless of race, color, national origin, religion, sex, age, or disability.

### Eligibility Requirements:

- Responsible party must be 18 or older with a valid ID.
- Programs, meetings, and activities must be civic, cultural, or education in nature, not commercial or money-making. Social gatherings, such as parties or showers, are generally not allowed.

### Guidelines for Meeting Room Use:

- All programs, meetings, and activities must be free and open to the public.
- Programs sponsored by the library or the library's funding agencies take priority.
- Programs, meetings, and activities held in the library's meeting room are not endorsed or sponsored by the library unless specifically advertised as such.
- Groups may not use library facilities as their official address or headquarters for their organization.
- Programs, meetings, and activities held in the library's meeting room cannot interfere or conflict with library services or operation. Management at each affiliate library reserves the right to end an event and to deny future use of the meeting room to individuals or groups who fail to comply with this policy.
- Publicity for non-library sponsored programs, meetings, and activities may not carry the library's logo and may only include the facility's address. No other contact information, including phone number or email address, may be used. In addition, library staff will not be responsible for communicating details about non-library sponsored events, including registration requirements, event times, etc.
- The use of tobacco, vaping products, alcohol, and illegal substances is prohibited on library premises.
- In most locations, all set-up and breakdown of chairs, tables, etc. is the sole responsibility of the group using the meeting room. Library staff will not be available to assist. Groups will be expected to leave the meeting room in a clean and orderly condition, following specific guidelines posted at each location.
- The party responsible for booking meeting room use must be 18 or older. In addition, at least one adult for every seven children must be present during non-library sponsored events.
- All local, state, and federal laws and ordinances must be observed, including fire codes and room capacity limits.
- Arrangements for additional security and/or law enforcement presence may be requested if the Library Board or management determine a reasonable possibility of threat to the safety of staff and patrons.

2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

**Member Libraries:** Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦ Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦ Victoria Evans Memorial Library

# Application for Meeting Room Use

Requested Date(s) of Use: \_\_\_\_\_ Requested Time(s) of Use: \_\_\_\_\_  
(Including set-up/break-down)

Requesting Organization/Group Name: \_\_\_\_\_

Responsible Party Name (Individual): \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Briefly describe the nature/purpose of the meeting: \_\_\_\_\_

A/V equipment requested (if available): \_\_\_\_\_

Number of attendees/participants expected: \_\_\_\_\_

Maintenance Fee: \$ \_\_\_\_\_ per \_\_\_\_\_ hour(s)

If this application for meeting room use is approved, I certify that (initial each line):

\_\_\_\_\_ This meeting meets the eligibility requirements listed in the CPRLS Meeting Room Policy.

\_\_\_\_\_ The maintenance must be paid prior to the scheduled meeting.

\_\_\_\_\_ I take responsibility for ensuring that all attendees abide by the policies and procedures of the library.

\_\_\_\_\_ I will follow the posted guidelines, leaving the meeting room in a clean and orderly condition.

\_\_\_\_\_ I understand that Library management may end a meeting immediately if a program, meeting, or activity is found to be in conflict with the Meeting Room Policy.

\_\_\_\_\_ I understand that completing this application does not guarantee approval.

\_\_\_\_\_ I understand appeals to denied applications should be made first to management of the library, then to the affiliated Library Board of Trustees, who hold the final authority.

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## LIBRARY USE ONLY:

Application Approved (staff initials/date): \_\_\_\_\_

Fee Paid (staff initials/date): \_\_\_\_\_ Room checked (staff initials/date): \_\_\_\_\_