



Rules & Policies for the Threlkeld Family-McArthur Meeting Room of the Dr. Mark and Tonya Spivey Library

Approved by Vidalia-Toombs County Library Board February 20, 2023; amended 3/13/23

The Toombs County Libraries adhere to the Rules and Policies for Meeting Rooms set forth by the Ohoopsee Regional Library System Board of Trustees. The provisions below in no way conflict with the Regional Policy and are specific only to the Dr. Mark and Tonya Spivey Library.

General Guidelines

The Threlkeld-McArthur Meeting Room is made available to the public on an equal first come basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Library sponsored activities take precedence over non-Library uses of the meeting room. Permission to use the Library facilities does not, in any way, constitute an endorsement by the Library of the group or the group's beliefs.

Failure to abide by the Threlkeld-McArthur Meeting Room Policy may result in denying the use of the space to that individual or group in the future.

Use of the meeting room must not interfere or conflict with Library services or operation.

Rental for the room includes the use of projection screen and projectors; arrangement of chairs and tables to suit the needs of the meeting, use of the sinks, cabinets, and coffee pot on the counters on the walls opposite the windows. The Snooks Teaching Kitchen is not included in any rental. The Snooks Teaching Kitchen is only for use by Library sponsored programs.

Guidelines for Reservations

- Reservations for the meeting room must be made with the staff of the Spivey Library. An "Application for Meeting Room Use" must be completed in full and signed by an adult, age 21 and older, who is responsible for the meeting.
- Reservations can be made up to 2 months in advance, with a minimum notice of 24 hours.
- Reservation periods must include sufficient time for applicants to set up the meeting space and return it to its original arrangement at the conclusion of its use.

- The meeting room will not be considered scheduled until the Meeting Room Application is approved by the Library Branch Manager, Toombs County Librarian, or the Ochoopee Regional Library Director.
- Signing the application indicates responsibility for conforming to the conditions on the form and to accepting financial responsibility for any damages to Library property.
- Meetings may be rescheduled or a refund issued due to inclement weather.

Rental Rates

- Non-profit organizations will not be charged. (Applicants will be expected to show proof of Non-Profit status)
- For profit organizations will be charged a rate of \$250 for the first 2 hours. Each additional 2-hour increment after will be an additional \$50 with a total cost of \$400 for a full day.

All official library and Friends of the Vidalia-Toombs County Library programs are exempt from rental costs. In addition, any governmental organizations associated with Toombs County, the City of Vidalia, Toombs County Board of Education and the Vidalia Board of Education are exempt from rental rates.

Regulations

- Meeting room must be restored to its original state upon completion of use.
- Meeting rooms are only available during the Library's normal hours of operation. All meetings must conclude 30 minutes prior to the Library's posted closing time.
- The Library reserves the right to refuse, cancel or amend a reservation for any reason.
- All meeting space reservations are subject to any policy revisions upon acceptance/approval by the Library Board of Trustees.

Conditions of Use

- Because the Library is a public facility, privacy cannot be guaranteed except for lawful executive sessions of governmental bodies.
- Use of meeting spaces is subject to all applicable federal, state, county, and municipal laws and regulations and the Library's Patron Responsibilities and Conduct Policy.
- At least one Applicant must be present in a meeting space during the entire period of use.
- Meeting/Community Rooms are provided "As-is" without warranty of any kind that the facilities are suitable for any particular use or function.
- Occupancy limits for meeting spaces are determined by the local Fire Marshal.

Room Rules

- Neither tape nor adhesive of any kind may be posted directly on the walls of the meeting room or in the halls.
- No candles, canned liquid cooking fuel or other incendiary materials may be lit or burned in the Library.
- Lights must remain on, and windows/doors may not be covered when those rooms are in use.
- Any meeting with 15 or more individuals under the age of 18 in attendance must have at least one responsible adult present in the meeting for every 15 persons younger than 18 years of age.
- When a room is to be used by organizations with attendance by minors, no one will be admitted until the adult in charge has arrived. The adult(s) must be in attendance at all times.
- Users must report any damages to Library property and/or equipment occurring during or in connection with their meeting. Future use of Library meeting space use may be denied.

Prohibited Use

Meeting spaces may not be used for the following purposes:

- Non-Library-related groups soliciting or actively selling items or services
- Religious services (however religious study groups are permitted)
- Library facilities may not be used for commercial purposes. Users may neither sell or exchange goods or services nor promote sales by samples, pictures or descriptions. Recruitment of agents/customers through the distribution of samples and/or collection of personal information and/or orders from attendees is prohibited.
- The Library facilities are not available for political meetings and other campaign-related purposes.
- Any group whose beliefs espouse racial discrimination by reason of gender, race, ethnicity or other socially unacceptable philosophies, groups who espouse hate philosophies or political agendas, which are not in accord with the orderly decorum in the safe operation of the Ohoopsee Regional Library System.

Food and Beverages

- Refreshments may be served; however, applicants are responsible for removing their leftover food and/or beverage items, etc. from the Meeting Room and placing trash in containers provided. Supplies, such as coffee, napkins, etc. are not provided.
- Counters and floors are to be cleaned.
- Alcoholic beverages and smoking are not permitted on Library property.

Furniture and Equipment

- The Library does not provide the set up and take down of furniture and/or equipment in Meeting Rooms.
- Users may rearrange furniture and/or equipment within the Meeting Room as long as exits are not blocked.
- Users must return any furniture and/or equipment to pre-meeting locations and remove all meeting materials or place them in trash containers provided.
- The Library will not be responsible for materials or equipment left in the building by users.
- The Library is unable to store personal property, materials, equipment and/or supplies between meetings.
- Meetings may be rescheduled or a refund issued due to inclement weather.

Technical Assistance

Technical Assistance is provided to meeting space users by Library staff by request. Technical Assistance is defined as assistance given by Library staff to meeting space users beyond general instruction, regarding the set up or operation of any Library equipment. The meeting space is equipped with projectors and projection screens but does not supply computers for use with projection set up. Technical assistance will be given to properly connect the meeting room users with the system.

Publicity

Users may neither claim endorsement by the Vidalia-Toombs County Library nor imply that the Library is sponsoring their meeting. Meeting publicity should clearly state that the event is not a Library-sponsored program, but may include Library address/location information for attendees. Users should not include Library telephone numbers in meeting publicity. Users must confine meeting activities and distribution of literature and signage to the meeting space reserved.

Policy Violation

A violation of this policy may result in the inability to use the Library meeting rooms in the future. This decision shall be left to a determination by the Director of the Ohoopsee Regional Library System.

Denial of Meeting Room Use

An individual, group, or organization may appeal the denial of a meeting room reservation request. An appeal must be submitted to the Library Director within ten days of notification of the denial. The Library Director's decision will be submitted in writing within ten (10) days of notification of the decision to the Chair of the Library Board of Trustees. The appeal will be considered at the next regularly scheduled Board meeting. The decision of the Board of Trustees will be final.