



Serving Appling, Bacon, Clinch, Pierce, and Ware Counties

Public Meeting Rooms Policy

Approved by the Regional Library Board of Trustees on August 1, 2022

**Replaces the Multi-Purpose Room Policy and Procedures*

Purpose

The facilities of the Okefenokee Regional Library System (OKRLS) should serve as a public resource by providing access to library and other programs for educational, informational, cultural, and civic functions of the community. The primary purpose of the OKRLS public meeting rooms (multi-purpose rooms, study rooms, conference rooms, and/or other designated areas) are to provide a space for library and library-related activities. As such, the needs of the library and the library's partners and affiliated agencies and organizations will take precedence over all outside groups or individuals. The library reserves the right to cancel or reschedule any reservation or booking.

Acceptable Use

OKRLS meeting rooms are available on equal terms to all groups in the community, regardless of the beliefs or affiliations of the groups' members. All activities taking place in the meeting rooms must be free and open to the public and cannot be closed to any person on the basis of age, gender, race, religion, national origin, disabling condition, sexual orientation, or any other legally protected category. Businesses and/or individuals may use meeting rooms as long as no commercial activity transpires. OKRLS meeting rooms cannot be used for the promotion or sales of services or products, fundraising, soliciting, and/or conducting classes for profit.

All persons using an OKRLS meeting room are expected to comply with the Library Patron Conduct Policy at all times. The reservation signee for the room will be held responsible for the orderly conduct of the group and for any damage to library property.

Use of an OKRLS meeting room by non-library affiliated groups or individuals does not constitute an endorsement by the library, library staff, or Board of Trustees of the viewpoints expressed by the participants in programs or events.

Library furniture and equipment may not be moved without permission from the OKRLS director or designee. Requestors will be responsible for cleaning the meeting room and removing any trash before vacating the meeting room.

Availability

OKRLS meeting rooms are available on a first come-first serve basis. OKRLS meeting rooms will not be available when the library is closed due to bad weather, holidays, or other emergency conditions. Reservations may be made for dates in advance with the understanding that the library reserves the right to cancel or reschedule any reservation or booking. Individuals and/or groups can request reservations for up to three dates in advance at one time.

OKRLS meeting rooms will not be available for booking non-library programs during the annual Summer Reading Program. This annual event usually runs from May 15 – July 31 each year.

The OKRLS director or designee must approve all signs announcing meetings and events held in meeting rooms and their placement in the library.

The OKRLS director or designee reserves the right to review and all requests and may reject any which he/she deems unsuitable or inappropriate. The OKRLS director or designee reserves the right to reject any group or individual who has abused past privileges.

Fees for meeting room use are as follows:

- **Appling County:** Individuals are required to pay a nonrefundable fee of \$50.00 to reserve the meeting room. This fee is waived for nonprofit organizations and government entities. This fee must be paid in cash at the time of booking. In the event that the reservation is cancelled, the library must be given 24 hours advance notice to refund the \$50.00 fee to the original reserver.
- **Clinch County:** No fee is required. The room set-up must be returned to its original layout according to the Branch Manager's instruction.
- **Waycross-Ware County:** No fee is required. A copy of the reserver's government issued ID will be required and the room set-up must be returned to its original layout according to the Branch Manager's instruction.

Refreshments

Refreshments may be allowed at the discretion of the OKRLS director or designee. If allowed, a maintenance fee of \$25.00 may be required and refreshments will be restricted to the OKRLS meeting room or area designated by the OKRLS director or designee. Tobacco products, alcoholic beverages, and controlled substances are prohibited.



Multi-Purpose Room Reservation Request

Your Name	
Your Organization's Name <i>*if applicable</i>	
Phone Number	
Email	
Date(s) Needed	
Meeting Room Location	APPLING BACON CLINCH PIERCE WARE
Meeting Start Time	
Meeting End Time	
Purpose of Meeting	

I have read the Okefenokee Regional Library System's Public Meeting Rooms Policy and understand I am responsible for adherence to this policy.

Signature

Today's Date

Approved by: _____