

## **MEETING ROOM POLICY**

The Cary Area Public Library District makes its meeting rooms available, but neither approves nor disapproves of any viewpoint expressed by the users of the meeting rooms. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of the meetings. When the meeting rooms are not being used by the Library or the Friends of the Library, then the Library will open the space to all persons or groups for meetings for purposes consistent with the Library's Policy Manual. The following policy for use shall apply to all users except for the Library and the Friends of the Library.

### **USE OF FACILITY**

A. Reservations may be made no more than six months in advance. Reservations will be taken in the following order: Library sponsored programs and meetings; Library related programs and meetings, including the Friends of the Library; not-for-profit community groups and organizations; and for-profit community groups and organizations. Advance notice of forty-eight hours is required if an event is cancelled.

B. Rooms may be reserved six times in a six-month period, not to exceed once per month. The person making the reservation must be a Cary Area library cardholder, at least 18 years old. The person who reserves the room will receive a copy of the meeting room policy, procedures and fee schedule.

C. Facilities will not be made available for meetings where admission is charged or money raised and will not be available for private parties. The exchange of money for goods or services is prohibited on the Library premises, except by the Library or the Friends of the Library.

D. Babysitting service for children of persons attending meetings is not provided by the Library. Unattended children may not be sent to other areas of the library while their parents or guardians are attending a meeting or program.

E. The Library will post a sign in all the meeting rooms with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings. All meetings shall be open to the public.

F. Publicity is the responsibility of any group reserving the meeting room. If requested, the library will post publicity on the library's lobby bulletin board, providing it conforms to the library's Displays and Exhibits policy. The sponsoring group must be identified on all publicity displayed or published. Publicity may not carry the library's telephone number.

G. If light refreshments are to be served, the Library must be informed at the time the reservation is made. No alcoholic beverages may be served. Rooms should be left neat and clean and ready for the next scheduled group. A custodial fee may be charged for cleanup. Fees will be charged to the library card of the person who reserved the room (see fee schedule).

## **MEETING ROOM POLICY (con't)**

H. Groups reserving the meeting room may be responsible for setting up the meeting room for their program. When possible, library staff will set up the room, otherwise the group will be responsible for setting up the room for their program.

I. The use of meeting rooms shall conform to all local, state or federal laws. State law prohibits smoking in public facilities.

J. Users shall assume responsibility for cleaning up and for any damage to Library property or the facility. The Library may assess charges for damage or cleaning. Fees will be charged to the library card of the person who reserved the room (see fee schedule). The Library assumes no responsibility for personal belongings.

K. The Library expects organizations to be considerate of library patrons and activities. The Library Director or her/his designee has the power to terminate any meeting disruptive to Library operations.

L. The Meeting room may only be used for candidate forums when the following conditions are met:

- a) all candidates are invited to attend
  - b) the forum is sponsored by a non-partisan group
  - c) all candidates for the particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
- All of the above criteria are required at the time of application.

M. For meetings outside normal operating hours, a charge will be imposed and will be payable at the time of reservation (see fee schedule).

N. Deviations from the above policies will jeopardize future access to the facilities.

O. All reservations are subject to the approval of the Library Director or her/his designee.

## **PROCEDURE**

1. Reservations will be accepted according to the following schedule:
  - a. February through May applications will be accepted starting January 2<sup>nd</sup>
  - b. June through August applications will be accepted starting May 1<sup>st</sup>
  - c. September through January applications will be accepted starting August 1<sup>st</sup>
2. The meeting room is available from:
  - a. 9:00 a.m. to 8:30 p.m. Monday through Thursday
  - b. 9:00 a.m. to 4:30 p.m. Friday and Saturday
  - c. 1:00 p.m. to 3:30 p.m. Sunday (The Library is closed on Sundays in June, July and August.)
3. The room may be requested for an additional meeting with 48 hours notice based on availability and library administration confirmation.

## MEETING ROOM APPLICATION

The Cary Area Public Library makes its meeting room available as a public service to the community. The use of the library meeting room is a privilege and not a right and is subject to the library's discretion. Therefore, the library reserves the right to deny the use of the meeting room to any group.

Date of meeting \_\_\_\_\_

Time meeting begins \_\_\_\_\_ Time meeting ends \_\_\_\_\_  
(Groups must vacate the meeting room within 15 minutes of the time their meeting ends.)

Name of organization \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Library card number 2 6116 \_\_\_\_\_

Address \_\_\_\_\_

Nature of meeting \_\_\_\_\_

Number expected to attend (room capacity is 100) \_\_\_\_\_

The meeting room is available for Cary Area Public Library District cardholders with the understanding that all meetings are free and open to the public. The room will not be reserved until this form is returned. A copy of the library meeting room policy is attached.

### **NO SMOKING IS PERMITTED IN THE MEETING ROOM.**

For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold the Cary Area Public Library harmless from any and all actions, suits cause of or relating to, its use of such room and facilities. Further such person or groups agrees to indemnify the library from any and all damages as may be caused directly or indirectly to the room and/or facilities by such use thereof.

**I have read the Statement of Policy with regard to the meeting room and our organization will adhere to all rules as stated, and I will be responsible for enforcing them.**

By \_\_\_\_\_  
(Responsible cardholder)

For Library use only: Date of application \_\_\_\_\_

Confirmation: \_\_\_\_\_

# MEETING ROOM APPLICATION (p. 2)

**We will need:**

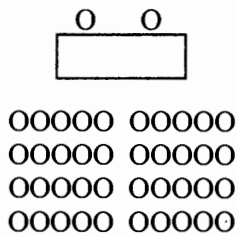
\_\_\_\_\_ # of chairs \_\_\_\_\_ # of tables \_\_\_\_\_ dry erase board/easel

\_\_\_\_\_ lectern \_\_\_\_\_ overhead projector \_\_\_\_\_ speaker with cordless microphone (full room only)

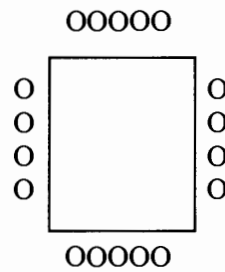
**Please note:** The library has 15 tables and 100 chairs available for meeting room setup. The following drawings are representations of possible setups and do not reflect actual numbers with regard to seating.

Different setups will accommodate different numbers of attendance, so it is important to fill in all of the appropriate spaces above and to circle the preferred setup option below.

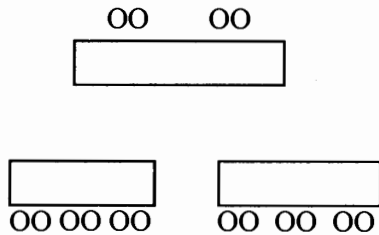
**THEATER STYLE**



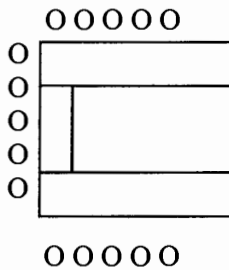
**CLOSED CUBE STYLE**



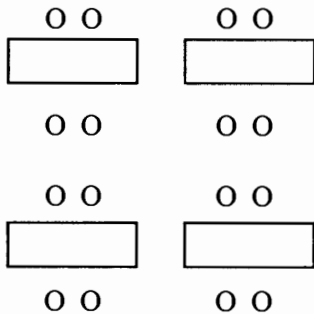
**LECTURE STYLE**



**OPEN CUBE STYLE**



**LUNCHEON STYLE**



**FEE SCHEDULE:**

Cleanup \$25

After hours charge: \$25 per hour,  
one (1) hour minimum