

POLICIES CONCERNING USE OF MEETING ROOMS

GENERAL POLICY:

Meeting rooms are additional free library services made available to the public under policies established by the Lee-Itawamba Library System Board of Trustees. Library related activities, sponsored or co-sponsored by the library, receive priority. Regular library service must take precedence over all other activities, and the use of the meeting rooms must not interfere with the operation of the library. The rooms may not be used for commercial or fund-raising activities with the exception of official fund-raising efforts sponsored by the Library and/or Friends of the Library groups. Meeting rooms are available for use by organizations engaged in educational, cultural, intellectual, charitable, civic, or government activities.

*All functions held in the library's meeting rooms must be free and open to the public. Your meeting will be listed and displayed on the library's bulletin board and the public is allowed access to all meetings held at the library. Therefore, people other than members of your group may attend your meeting. If you plan to have a closed meeting for members of your group only, reconsider NOT booking your meeting in the library's meeting rooms.

It is the intent of the board of trustees to make these rooms available to the public on an equitable basis, regardless of the beliefs or affiliations of those requesting use. The fact that a group is permitted to use a meeting room does not in any way constitute an endorsement of the group's policies, beliefs or points of view by the library or the library board of trustees.

The library retains the right to cancel meeting room reservations.

If a violation of the meeting room policy occurs, the library retains the right to cancel subsequent use of the meeting room by that group or organization.

An application for use must be completed and signed in advance of the organization's first planned meeting. Rooms will be assigned in the order in which requests are received. The person booking the room must be at least 18 years of age, and a person at least 18 years of age must be present while any room is in use. Adults must supervise children at all times.

Use of the meeting rooms will be granted no more than twelve (12) times per year, per organization or group, with the following regulations understood:

- a. Reservations will be made by a responsible member of the organization who will see that all regulations are followed.
- b. No admission charge may be made for any program. No sales or money transactions may be made with the exception of materials fees.
- c. Neither the name nor the address of the library may be used as the official address or headquarters for an organization.
- d. Organizations holding meetings assume financial responsibility for any damage to the room and contents.
- e. Satisfactory arrangements must be made with the library before your meeting if you would like to use the library's microphone. The library does NOT provide electronic or audiovisual equipment.

The Administrative Board of Trustees for the Lee County Library reserves the right to review, accept or reject any or all applications to use the meeting rooms.

Permission to use the meeting rooms will NOT be granted for:

1. Meetings for purely social purposes or groups.
2. Private parties, of a celebratory nature including showers or birthdays.
3. No music recitals by groups or individuals will be held in the library.

SPECIFIC POLICY FOR USE OF THE LEE COUNTY LIBRARY'S MEETING ROOMS:

The Lee County Library has two meeting rooms which are available for use by organizations engaged in educational, cultural, intellectual or charitable activities.

The Helen Foster Auditorium has a maximum legal capacity of 205 with seats only and a capacity of 100 with tables.

The Sue Garmon Conference Room has a conference table and twelve chairs.

The auditorium and the conference room are available only during library hours.

All meetings will end promptly 15 minutes before the library closing times of 8:00 p.m. and 5:00 p.m.

The library is not responsible for items left in the meeting rooms. Everything must be removed from the room following the meeting.

The piano is to be used for library activities only. The piano may not be moved, played or used as a desk.

Non-commercial exhibits of interest to library patrons and the public may be arranged for showing in the auditorium by groups, such as hobby clubs. Security for the exhibits shall be the sole responsibility of the exhibiting group. Such exhibits shall not be of undue duration. No exhibits by individuals in the auditorium may be held.

A kitchen, containing a small stove and refrigerator, adjoins the auditorium and may be used. If the kitchen is used, it must be left clean. All supplies must be provided by the group using the room. The Lee County Library will assess a maintenance fee of \$20.00 if the kitchen facilities are not left clean and in order. The organization will not be permitted to use the auditorium again until the fee is paid.

No food or drink will be allowed in the Sue Garmon Conference Room.

The arrangement of the room is the responsibility of the organization. At the conclusion of the meeting, the chairs are to be reset in row style. Any tables or chairs taken from storage are to be returned.

A report of attendance at any meeting must be provided to the library for its statistical needs. Attendance report forms are provided by the library. The completed form should be placed in the report holder mounted in each meeting room.

A copy of this document, Policies Concerning Use of Meeting Rooms, must be signed by an organization's authorized applicant and returned to the business office of the Lee County Library.

Use of the meeting rooms will be granted no more than twelve (12) times per year, per organization or group.

The Helen Foster Auditorium has a maximum legal capacity of 205 with seats only and a capacity of 100 with tables. The Sue Garmon Conference Room has a conference table and 12 chairs.

My signature below confirms that I have read and I understand the meeting room policy. I will make this information available to other members of my organization who may be in charge of future meetings. At such a time as another individual is in charge of the meeting room or in the event this policy statement is mislaid, I hereby assume the responsibility of requesting that the library supply a new policy statement and authorization form to the appropriate member.

NAME OF ORGANIZATION:

SIGNATURE OF AUTHORIZED APPLICANT:

NAME OF AUTHORIZED APPLICANT (please print):

DATE SIGNED: _____

**RETAIN ONE COPY FOR YOUR RECORDS; RETURN ONE SIGNED COPY
TO THE BUSINESS OFFICE OF THE LEE COUNTY LIBRARY**

FOR LIBRARY USE:

Received on _____ (Date) by _____ (Employee)

Adopted by the LILS Administrative Board of Trustees on 11/18/04. Revised by the LILS Administrative Board of Trustees on 2/23/05, 3/25/09, 7/16/14, 9/21/16, 7/18/18, 5/25/21