

## **SCREVEN-JENKINS REGIONAL LIBRARY MEETING ROOM POLICY**

(Revised February 4, 1999 by the Screven-Jenkins Regional Library Board of Trustees)

(Revised February 1, 2003 by the Screven-Jenkins Regional Library Board of Trustees)

(Revision November 1, 2004 by the Screven-Jenkins Regional Library Board of Trustees)

(Revision May 1, 2007 by the Screven-Jenkins Regional Library Board of Trustees)

This policy applies to the multipurpose room at the Screven County Library and to the meeting room at the Jenkins County Memorial Library.

The meeting rooms are available for booking for any legitimate non-profit purpose, including the following:

1. Library sponsored programs and activities.
2. Friends of the Library programs and activities.
3. Civic groups and club meetings.
4. Exhibits.
5. Educational and cultural groups.

**RESERVATIONS:** These rooms must be reserved in advance by applying in person at the applicable county library. Reservations will be made in the order in which they were received and may be made up to 60 days in advance. **Please Note:** Library activities will take precedence over other meetings held in the library's facilities. The library will endeavor to work with groups to make it possible to schedule meetings; however, should the facility be needed for a library function after a meeting has been scheduled, the person reserving the room will be given at least two weeks advance notice so the meeting can be rescheduled to another location. No group is entitled to reserve the meeting rooms on a long term basis. No group shall be allowed to use the room for more than four (4) dates in a six (6) month period, the exception being those agencies, County and Board of Education, who fund the library's operation.

### **IT MUST BE UNDERSTOOD THAT:**

1. All meetings scheduled in library facilities must be open to the public.
2. All activities must be free of charge to participants.
3. Meetings must be conducted on a non-profit basis.
4. No alcoholic beverages or illegal drugs shall be permitted on the library's premises.
5. Reservations are public information.
6. Private parties such as showers and birthday parties are not permitted.
7. Refreshments:
  - a. Screven County Library: Light refreshments are allowed.
  - b. Jenkins County Memorial Library: Light refreshments are allowed.
8. Activities should not infringe upon patron use and staff operation of the library.
9. No smoking allowed. No open flames allowed.

**MAINTENANCE FEES** - a **\$25.00 PER DAY** Maintenance fee is required for use of this room to be paid in advance. Fees will not be charged to groups representing the County government and the Board of Education.

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**KEY DEPOSIT:** There will be a refundable **key deposit of \$10.00** required on all evening and weekend use. The deposit will be returned when the key is returned and after an inspection of the room by staff. In the event that items are damaged or missing, the person who signed as responsible on the reservation sheet will be required to pay for such items. If any special janitorial services are required beyond the usual, the responsible adult will also be required to pay those extra charges.

**AGE REQUIREMENT:** The Library Board requires a room to be booked by a person who is at least 18 years old. **A PERSON WHO IS AT LEAST 18 YEARS OLD MUST BE PRESENT WHILE ANY ROOM IS IN USE.**

LIMITS FOR ROOMS ARE REQUIRED BY GEORGIA'S FIRE CODE. For safety and comfort, please adhere to the following capacity of SCREVEN-JENKINS REGIONAL LIBRARY SYSTEM meeting rooms as is required by law:

SCREVEN -	Multipurpose Room - 132 people
JENKINS-	Meeting Room - 50 people

**ADVERTISING:** The Library Director reserves the right to pre-approve any promotional materials, which contains the Library's name. The Library's phone number is not to be used in any advertisements. Violations of this policy could result in denial of room use.

**EQUIPMENT:** The library shall not be responsible for providing any special equipment for the group's use. The group may check out any library owned circulating materials or equipment for use in the room, and the adult in charge of the meeting or event must be responsible for setting up any such material or equipment and returning it to the library afterward. The library staff shall not be available to assist in any way during set up or use of the meeting rooms. The group using the facilities must accept full responsibility for leaving the room in the same condition as it was found. The adult in charge of the meeting shall sign an authorization on the reservation request form agreeing to this responsibility.

**THE REGIONAL LIBRARY DIRECTOR IS AUTHORIZED BY THE LIBRARY BOARD OF TRUSTEES TO INTERPRET MEETING ROOM RULES AND REGULATIONS.**