

A. Meeting Room Use

1. Policy Statement:

Events held in the meeting rooms of Granville County Library System are intended to further the Library's mission for all the County's diverse citizens regardless of race, religion, age or national origin by providing an inclusive and hospitable environment for all library patrons which encourages reflection, study and self-education. To this end, we provide limited free use of our meeting rooms for cultural, civic and informal educational purposes.

The meeting rooms located in the Granville County Library System are primarily for programs sponsored by the Library, the Library Board of Trustees, Friends of the Library and other Library and County-related organizations. Library sponsored programs have priority use of the rooms and groups will be notified if the Library needs use of the rooms. When Library sponsored events are not occupying the rooms, other groups may use the rooms for lawful, non-commercial and non-partisan activities.

Sales, solicitations, any monetary collections or fundraising activities are prohibited unless they are in support of the Library. Exceptions may be made for library programs such as book signings. All meetings must be open to the public unless restricted attendance has been approved by the library director in advance. Public meeting room use does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the spaces.

Groups qualifying for meeting room space are listed below in order of priority:

- a. Granville County Library System
- b. Granville County Government
- c. Other government entities
- d. Non-profit and not-for-profit organizations

Commercial enterprises do not meet the qualifications for meeting room use.

2. User Responsibilities

- Reservations should be made at least 24 hours prior to the meeting and not more than two (2) months in advance of the meeting date.

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- An authorized adult representative of the group reserving the meeting room must remain on the premises for the duration of the period for which it is reserved.
- Groups should designate a representative to direct attendees/participants to the meeting space.
- Each group is responsible for setting up the room according to its own needs. It is expected that the chairs and tables in the meeting room will be returned to the same arrangement in which they were found.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and or equipment beyond normal wear.
- Use of the Library's meeting rooms when the Library is not opened is permitted where available. Keys must be checked out by the person reserving the room the day before the meeting date. If the key is lost, it must be reported immediately. If the building cannot be secured, local law enforcement should be contacted. If the key is not returned, the person or organization will be asked to pay the expense of new locks and keys for the building.
- Any user of a meeting room showing a film/video/DVD in the library must adhere to the

copyright law. Films/videos/DVDs must have public performance rights in order to be viewed in a library meeting room.

3. Prohibited Activities

- Drugs, alcohol, and the use of tobacco products
- Disruptive behavior
- Activities that impede the functions of the Library
- The use of any equipment that interferes with Library operations or which creates any losses or liabilities for the Library
- Commercial demonstration and/ or sales or promotion of products or services
- Private social parties or personal celebrations

4. Publicity: Each group is responsible for its own publicity. Participants may not call or mail the library to register. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed.

5. Liability: The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot. Signing of the application by an individual or any representative of the group and/or organization releases the Library of any responsibility for damage or loss suffered during the period of

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agreement. Groups, individuals and/or organizations shall indemnify, defend and hold harmless Granville County, Granville County Library System and its officers, agents, and employees from and against any and all claims, suits, or actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the group, individual and/or organization resulting in or relating to personal injuries or property damage arising from the organization/group's use of the library meeting rooms.

The Library Board of Trustees or Library Director has the right to reject any groups and/or individual at any time for any present or past guideline violations.

*North Carolina General Statutes 163-99 requires that our meeting rooms be available for political parties' (as defined by NCGS 163-96) annual or biennial precinct meeting and county and district conventions. Except as mandated by law, political meetings are not allowed.

6. Meeting Room Regulations

- a. An applicant or user shall provide evidence, upon request, that the organization is non- profit.
- b. An applicant or user shall provide certification, upon request, of liability insurance, both bodily injury and property damage, in an amount satisfactory to the Board of Trustees.
- c. An applicant or user shall hold harmless the Granville County Library System, and the County of Granville County from any liability for personal injury and/or property damage incurred while using the facility. The Granville County Library System and the County of Granville are not responsible for equipment, supplies, materials, or other items owned or used by an applicant or user in the library.
- d. An applicant or user shall comply with all statutes, ordinances, and rules of the library. Failure to comply with these regulations or the directive of a designated representative of the library will cancel further use of library facilities.
- e. All rooms shall be open to any library staff member on duty or a trustee of the Board.
- f. An applicant or user shall maintain order during the use of the library. Room arrangements shall be the responsibility of the user group and must be left in the same arrangement as found. Any display material must be installed and removed by members of the group. The

library will provide display boards if available.

g. An applicant or user shall not be permitted to crowd library facilities with more persons than are allowed by the local police and fire agencies.

h. An applicant or user shall not smoke in library facilities.

i. An applicant or user shall not use library equipment except as the user is permitted to do so in accordance with Library Board policy on use of library equipment.

j. An applicant or user shall not alter or decorate the facility without written permission.

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k. An applicant or user shall not continue to use library facilities beyond a time determined by the Board. Activities must be terminated to allow sufficient time for the facility to be cleared by that hour.

l. Groups may serve nonalcoholic refreshments in libraries. Clean up is mandatory. A nonrefundable cleaning fee may be charged to each group serving refreshments.

m. An applicant or user, without express permission of the Board of Trustees, shall not list the address or phone number of the Granville County Library System as its official address or phone number.

n. An applicant or user shall be liable for any damage to library property incurred by their use of the facilities.