

The Lee County Public Library provides free access to meeting rooms to support the informational, educational, cultural and political (as defined in GS.163.96)\* needs and interests of its area residents. Within this framework the library offers its meeting rooms free of charge, for use by all nonprofit groups and organizations engaged in educational, cultural, intellectual, recreational, or charitable activities. Those requesting the facility and all the activities held within must be in full compliance with all applicable laws, ordinances, and regulations. Final decisions as to the use of a meeting room by any group or individual will be made by the library director and/or the library's board of trustees.

To ensure fair and orderly use of the library meeting rooms, the following guidelines have been adopted by the Lee County Library Board of Trustees on 10/01/08.

## **General Guidelines**

1. Library-related functions will be given first priority.
2. Other requests will be considered on a first come first served basis, but all previous approvals may be canceled at any time. This also applies to groups that meet at the library on a continuing basis. If the room is needed on an emergency basis for official governmental business or the reservation conflicts with library programming, the reservation will be canceled and may be rescheduled at the group's request.
3. Meeting rooms are available only during the regular business hours. Users must vacate the meeting room 15 minutes prior to closing.
4. The rooms cannot be used for events where admission is charged or for commercial purposes. No group may solicit or collect a "free will" offering, nor may it present for sale any item which is conditional to attendance to a program.
5. Publicity for a meeting in a library meeting room must not be worded in a manner that would imply library sponsorship of the group's activities. With any publicity concerning the meeting that lists the library's name and address, the following disclaimer should be used: "This event is not sponsored by the Lee County Public Library."
6. Since the Lee County Library is a public institution, supported by public funds, *all* programs must be open to the public at large. This means that anyone may sit in on your groups meeting. If, however, a person is disturbing the meeting, please inform a staff member.
7. Meetings must not be of a nature that would interfere with the normal operation of the library. The library reserves the right to discontinue the use of the room by any group or individual, which disturbs the usual proceedings, and operation of the library.
8. Groups may not use the rooms for on-going organizational meetings for longer than three months without rebooking.
9. Each organization and/or group assumes the full responsibility for any damages incurred from the use of the meeting room facilities.
10. The library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the meeting rooms.
11. No alcoholic beverages will be permitted on library premises. The kitchen area is for *erving* purposes only. No cooking is permitted. No smoking is allowed within 50 feet of the building.
12. First time applicants should consider applying 30 days before the requested meeting date.

## **USER RESPONSIBILITIES**

- Chairs and tables will be provided, but must be set up by the group themselves.
- Users are responsible for returning furniture to proper locations within the room.
- Users are responsible for cleaning up after themselves, including removing garbage.