

NEUSE REGIONAL LIBRARY

PUBLIC USE OF MEETING ROOMS AND EXHIBIT SPACES POLICY

POLICY #2009-06

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NEUSE REGIONAL LIBRARY

PUBLIC USE OF MEETING ROOMS AND EXHIBIT SPACES POLICY

POLICY #2009-06

I. Introduction

The Neuse Regional Library Board has adopted the following Public Use of Meeting Rooms and Exhibit Spaces Policy. As a public institution dedicated to open expression of, and to open access to, ideas and all points of view concerning the problems and issues of our time, all meeting rooms and exhibit spaces in the Neuse Regional Library are available on equal terms for the lawful activities of all groups with the following exceptions: organized religious groups whose intent it is to use the facility to practice and/or to advance their unique religious beliefs; partisan political organizations whose sole purpose it is to endorse and/or support a political party/platform; or persons and entrepreneurs whose intent it is to sell or otherwise collect membership dues and/or fees for any goods or services that they or their companies may offer for sale.

It is understood that the granting of permission to use library facilities does not constitute an endorsement by the library staff or Board of the users or their beliefs.

II. Rules Governing Public Use of Library Meeting Rooms

- A. The meeting rooms may be booked for use only during the regular working hours of the library. Maintenance fees per event, regardless of the length of time of the reservation, are as follows: Entire auditorium - \$25; Section A or Section B of the auditorium - \$15; Brody Conference Room - \$25. No fees are charged for other meeting rooms. These fees may be adjusted by the Neuse Regional Library Board with the recommendation of the Library Director.
- B. Bookings will be on a first-come, first-served basis. Library programs will have precedence over non-library events. No group may reserve the meeting rooms on a regular continual basis without prior approval of the Library Director.
- C. The meeting rooms and exhibit spaces may not be booked more than 90 days in advance. Exceptions to this procedure will be considered individually when presented, in writing, to the Library Director or Extension Supervisor.
- D. Programs and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations.
- E. Any setup and cleanup required for meeting room usage is the total responsibility of the meeting room user.

- F. Library facilities shall be left in a clean and orderly condition. Users shall pay the cost of repair for any damages to the facilities. This includes cleaning if deemed to be outside the normal cleaning procedures of the library maintenance staff.
- G. No fees, dues, or donations may be charged or solicited by the user for any program or exhibit. All programs and exhibits shall be free.
- H. Alcoholic beverages, smoking and usage of tobacco products, admission fees, product sales, and product advertising are prohibited in the meeting rooms.
- I. Room bookings are subject to cancellation with 3 weeks notice if the room is needed for library programming. The Library will consider previous bookings when scheduling library programming, and will avoid conflicts and cancellations whenever possible.
- J. No group or member of any group may attach signs, banners, or flyers to any library surface or property without prior permission of the Library Director or Extension Supervisor.
- K. Cancellations must be made 24 hours in advance, or room rental fee will be forfeited.
- L. Failure to appear for 2 consecutive scheduled meetings will result in cancellation of all remaining scheduled meetings.
- M. A person must be at least 18 years of age to reserve a meeting room.
- N. Any public notice or advertisement of meetings at the Library must contain the following disclaimer: *This meeting is neither sponsored by nor endorsed by the Neuse Regional Library.*
- O. Failure to comply with the provisions of this policy or the library's Disruptive Behavior Policy may result in loss of meeting room use privileges.

III. Rules Governing Public Use of Library Exhibit Spaces

The Neuse Regional Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various exhibit cases of the Library. Space is provided for exhibits of an educational, cultural, civic, or recreational nature, rather than for strictly commercial purposes. Acceptance of an exhibit by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

- A. It is the responsibility of the exhibitor to set up and remove the exhibit.
- B. Exhibits will be scheduled for a period of one calendar month to begin with the first working day of the month and to end with the last working day of the month. Exceptions must be approved by the Library Director or Extension Supervisor.
- C. The Library is not responsible for any item exhibited.
- D. The Library cannot provide storage for the property of organizations or individuals exhibiting in the Library.

- E. All exhibitors are required to sign the attached Hold-Harmless Agreement which releases the Library from any responsibility for loss, damage or distribution of exhibited items.
- F. Exhibits that (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, (d) are defamatory, or (e) are purely commercial advertising will not be displayed.
- G. Any questions regarding this policy should be referred to the Library Director or Extension Supervisor. Final authority rests with the Library Director.

Revised and adopted by the Neuse Regional Library Board
June 23, 2009

APPENDIX A

KINSTON-LENOIR COUNTY PUBLIC LIBRARY

APPLICATION FOR PUBLIC USE OF MEETING ROOMS AND EXHIBIT SPACES

Date of Application: _____

Room Requested: _____

Entire Auditorium ___ Auditorium A ___ Auditorium B ___ Brody Conf. Room. ___ Staff Conf. Room. ___

Date of Meeting: _____ Time Requested: _____

Name of Group or Organization: _____

Person Applying on Behalf of Group/Organization: _____

Position in Group: _____

Mailing Address: _____

Email Address: _____

Business Telephone: _____ Home Telephone: _____

President of Group: _____

Address: _____

Business Telephone: _____ Home Telephone: _____

Type of Activity: _____

Will literature be distributed? _____ Description of exhibit materials/literature:

Special Requirements: _____

Number of Chairs: _____ Number of Tables: _____

Wireless Access and Internet Data Ports are available in all rooms.

Expected Attendance: _____ Will refreshments be served? _____

The applicant agrees to pay a maintenance fee per event, regardless of the length of time of the reservation. Rates are as follows: Entire auditorium - \$25; Section A or Section B of the auditorium - \$15; Brody Conference Room - \$25; Staff Conference Room - no fee.

The applicant agrees to be responsible for any required setup and to return the library facilities used to a clean and orderly condition at the end of the activity and to pay the cost for repair of any damages to the facilities. The Kinston-Lenoir County Public Library will not be responsible for any materials or equipment left in the building.

Signature of Applicant _____ Date _____

Amount Paid: \$ _____ Date: _____ Check #: _____ Credit Card _____

Received By: _____

APPENDIX B

NEUSE REGIONAL LIBRARY

BRANCH APPLICATION FOR PUBLIC USE OF MEETING ROOMS AND EXHIBIT SPACES

Date of Application: _____

Date of Meeting: _____ Time Requested: _____

Name of Group or Organization: _____

Person Applying on Behalf of Group/Organization: _____

Position in Group: _____

Mailing Address: _____

Email Address: _____

Business Telephone: _____ Home Telephone: _____

President of Group: _____

Address: _____

Business Telephone: _____ Home Telephone: _____

Type of Activity: _____

Will literature be distributed? _____ Description of exhibit materials/literature:

Special Requirements: _____

Expected Attendance: _____ Will refreshments be served? _____

The applicant agrees to be responsible for any required setup and to return the library facilities used to a clean and orderly condition at the end of the activity and to pay the cost for repair of any damages to the facilities. The Neuse Regional Library will not be responsible for any materials or equipment left in the building.

Signature of Applicant

Date

APPENDIX C

NEUSE REGIONAL LIBRARY

HOLD-HARMLESS AGREEMENT FOR MEETING SPACES

In consideration of the permission extended to _____ (name of group) by the Neuse Regional Library to use the designated meeting space, I do hereby, for myself and all members of that group of which I am truly an authorized representative, remise, release, and forever discharge the Neuse Regional Library, its staff, and the Board of Trustees from any and all claims, demands, actions, or causes of action, on account of the death or injury to me or any member of the above mentioned group while using the designated meeting space of the Neuse Regional Library.

Signature of Applicant and Position

Date

Signature of Library Staff Witness

DO NOT WRITE BELOW THIS LINE

Approved By: _____

Disapproved By: _____

Comments: _____

APPENDIX D

NEUSE REGIONAL LIBRARY

HOLD-HARMLESS AGREEMENT FOR EXHIBIT SPACES

In consideration of the permission extended to _____ (name of individual or group) by the Neuse Regional Library to use the designated exhibit space, I do hereby, for myself and all members of that group of which I am truly an authorized representative, remise, release, and forever discharge the Neuse Regional Library, its staff, and the Board of Trustees from any and all claims, demands, actions, or causes of action, on account of the loss, damage, or distribution of exhibited items while using the exhibit spaces of the Neuse Regional Library.

Signature of Applicant and Position

Date

Signature of Library Staff Witness

DO NOT WRITE BELOW THIS LINE

Approved By: _____

Disapproved By: _____

Comments: _____

