



## NEUSE REGIONAL LIBRARY

### PUBLIC USE OF MEETING ROOMS POLICY

#### POLICY #2018-06

##### I. Introduction

The Neuse Regional Library Board has adopted the following Public Use of Meeting Rooms Policy. As an institution dedicated to open expression, and all public meeting rooms in the Neuse Regional Libraries are available on equal terms for the lawful activities of all groups, with exceptions defined below.

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.

The Library, its affiliated groups, and its partners have first priority for use of all meeting facilities, except when otherwise required by law (such as elections).

##### II. Rules Governing Public Use of Library Meeting Rooms

A. The meeting rooms may be booked for use during the regular working hours of the library up to 30 minutes prior to closing. Maintenance fees will be determined at a rate set by the Neuse Regional Library Board with the recommendation of the Director of Libraries for all meeting rooms. This includes the Schechter Auditorium (entire auditorium, Section A, or Section B). Exemptions to these fees may be granted by the Director of Libraries in special circumstances.

B. Bookings will be on a first-come, first-served basis. No group may reserve the meeting rooms on a regular continual basis without prior approval of the Director of Libraries. Reservation requests must include the customer's name, phone number, email address, the name of the group or organization, and a detailed description of the meeting's purpose.

C. Groups should actively avoid representing their events as Library programming. 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 Libraries.* Groups may not use the name/address of the library as the official address of your group.

D. The meeting rooms may not be booked more than 60 days in advance. Exceptions to this procedure will be considered individually by the Director of Libraries or Assistant Director.

E. Programs may not disrupt the use of the library by others. Persons attending the meeting are subject to the Library's Code of Conduct.

- F. Any setup and cleanup required for meeting room usage is the total responsibility of the meeting room user. Any audiovisual equipment must be requested on the Meeting Room Application at the time of request. The use of cooking or other potentially hazardous equipment is prohibited in all meeting rooms.
- G. 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.
- H. No fees, dues, or donations may be charged or solicited by the user for any program. All programs shall be free.
- I. Room bookings are subject to cancellation if the room is needed for library events.
- 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 Director of Libraries or Assistant Director.
- K. Cancellations must be made 24 hours in advance.
- L. Repeated failure to appear for scheduled meetings will result in loss of future access to meeting rooms.
- M. A person must be at least 18 years of age to reserve a meeting room.
- N. Participants must follow the Library's Safe Child Policy. Library staff cannot be responsible for children of any age who are left unattended in the Library.
- O. All meetings must be open to the public.
- P. Any requests for assistance with meeting room equipment must be made on the Meeting Room Application.
- Q. Small study rooms are available at some locations for use by the public free of charge. Patrons must sign up for these rooms at the Information Services Desk. Rooms may be reserved for a maximum of two hours; patrons may continue to use the room after the two hours have ended if no one else is waiting for the room. Patrons must be 16 years or older to reserve a study room. Room reservations are forfeited if the patron does not show up within 15 minutes of the start of the reservation. The Local History Room and Art Study Room at the Kinston-Lenoir County Public Library are available for use as study rooms, –but patrons who book them should be aware that they must remain open to patrons who wish to browse the materials within.
- R. Meeting rooms cannot be used for the following:
- Worship services and ceremonies, and religious instruction; religious groups can meet for organizational, committee, planning, etc., purposes.
  - Political rallies, campaign events or fundraisers; political groups can meet for organizational, committee, planning, etc., purposes, and per NCGS 163-99 for precinct meetings and county/district conventions.
  - Sale of products/services; promotion of products/services for sale at a later time; and solicitation of business opportunities for the presenter or presenting entity. (However, authors, artists, performers, and other presenters participating in events

sponsored by the library or by library affiliated groups may sell their literary, musical or artistic work during the event).

- Fundraising, except for library-affiliated groups.
- Individual/group social events (parties, showers, etc.)

S. Failure to follow this policy may result in future denial of requests to use the meeting rooms.

Adopted by the Neuse Regional Library Board  
December 8, 2009

Revised and approved by the Neuse Regional Library Board  
July 24, 2018

Revised and approved by the Neuse Regional Library Board  
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