

Haynes Branch Library

Policy Statement for Use of the Community Room

The Community Room in the Haynes Branch Library will be made available for group meetings subject to the following regulations or any additional regulations that may be found necessary in the future.

1. Requests for use of the library facility will be made in writing at least 24 hours (1 business day) prior to the projected meeting. Request shall include date and time of use, number of people expected, a general statement of the purpose of the meeting, the name of the sponsoring person or group, and contact information for sponsoring party. All requests shall be subject to approval by the Haynes Branch Librarian. Granting use of the library Community Room does not imply approval by Haynes Branch Library staff of the group, the meeting, or the ideas presented at the meeting.
2. Library programming, elections and electoral use take priority over other use. This provision shall apply to third parties wishing to use the library's facilities. Nothing herein shall be construed to apply to library sponsored programs.
3. Meetings to be denied shall include those for commercial purposes (such as the sale of merchandise, the solicitation of later sales, or for order placement), religious services, spiritual meetings, mediation groups, partisan political events and private social functions (weddings, baby or bridal showers, anniversary or birthday parties, receptions, family reunions, etc). Interdenominational committees or groups may meet to conduct business when no religious services are involved. Non-partisan political events shall be allowed so long as they are open to all candidates from all parties; political parties are limited to annual or biennial precinct meetings and county and district conventions, as required in North Carolina General Statutes. If, in the opinion of the Haynes Branch Librarian, the purpose of a meeting is inconsistent with the reason for which a public library exists, use of the library facility may be denied. Persons or groups denied use of the library facility may appeal to the Rutherford County Library Director and then to the Rutherford County Library Board of Trustees.
4. There is no charge for the use of the Community Room. No admission may be charged including "donations" by groups using the Community Room, except for those sponsored by the library. The library cannot act as a sponsor for or approve any events held in the Community Room that will bring in any revenue for another organization.
5. Upon receipt of a completed Reservation Request Form, Haynes Branch Library staff will put scheduled meetings on the calendar at the Circulation Desk. For meetings beginning before or after regular library hours, a representative of the group will be responsible for signing out a set of keys before closing on the meeting date, or on the last business day before the meeting date. *In the event weather conditions cause the library to close, the library reserves the right to cancel use of the Community Room during the time the library is closed.* The person who signs the Reservation Request Form will be responsible for all contents of the Haynes Branch Library lobby and Community Room, and for leaving the library facility in good condition after use. The key must be returned to the library on the next business day after the meeting, or left in the outside book drop.

6. Serving refreshments shall be permitted in the Community Room. Alcoholic beverages are not permitted at any time. Smoking is not permitted in the library facility.
7. The library is not responsible for exhibits, equipment, supplies, materials, or other items owned by groups using the Community Room. No groups using the Community Room may store materials in the Community Room or the library. The library cannot provide staff to assist in handling materials, furniture, or exhibits for groups using the Community Room.
8. Any group using the Community Room shall be responsible for any necessary advance preparations and for leaving the facility clean and in order. The amount of time needed for set-up and cleaning should be included in the reservation. Lights need to be turned off and doors locked upon completion of the meeting. Garbage is to be removed from the building and placed inside the dumpster.
9. Any library-owned audio-visual equipment shall be made available only upon written request. This equipment shall be loaned free of charge.
10. The group leader or designated representative will be responsible for the proper conduct of those attending the meeting, and with the sponsoring group, will be responsible for any damages to the library building, grounds, furnishings, equipment, or other property caused by their members or attendees. The group leader is also responsible for assuring that library doors are locked and latched and the building is cleared following the meeting, and may be contacted by the Rutherford County Sheriff's Office or the library staff if the building is found unsecured after library hours.

A copy of this policy statement shall be available at the library circulation desk, posted in the library Community room, and found on www.rutherfordcountylibrary.org. Signing and submitting the Reservation Request Form, and/or use of the community room implies agreement to the observance of this policy. Any person or group who fails to abide by this policy will be denied further use of the Community Room.

Approved by Richard Williams, Rutherford County Attorney, on July 10, 2012

Approved by the Rutherford County Library Board of Trustees on July 24, 2012

Haynes Branch Library Community Room Reservation Request Form

Name of Group: _____

Name of Responsible Party: _____

Phone: _____

Address: _____

Purpose / Description of Meeting: _____

Date of Meeting: _____

Start Time: _____ End Time: _____

Expected Number of Persons Attending: _____

Special Equipment Needs: _____

The proposed meeting falls within the guidelines of the Haynes Branch Library's Community Room Use Policy and I agree to abide by the policies and rules set forth.

Signature: _____

Date: _____