Rutherford County Library System
Meeting Space Use Policy

Rutherford County Library System meeting spaces 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. Reservation Requests for use of meeting spaces must be made in writing or online on a Reservation Request Form at least one (1) business day prior to the requested use. Reservation Request Forms 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 the sponsoring person or for such person who will serve as the Designated Representative for any group. All requests shall be subject to approval by Rutherford County Library System staff, which, except for priority uses provided for below, will review requests in the order in which each Reservation Request Form is received. Upon approval, Library staff will schedule meetings on the library calendar. The Library reserves the right to cancel or postpone any reservation approval as it deems necessary.

2. Approval of the Reservation Request Form does not imply approval by Library staff of the group, the meeting, or the ideas presented at the meeting. Unless the Library is a co-sponsor, publicity for events must contain a statement that the Library is not a sponsor. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.

3. Pursuant to the Rutherford County Library System's Policy on Commercial Use, individuals or companies may not assert or publish any building or space belonging to or used by the Rutherford County Library System as their address or place of business.

4. Library programming, Friends of the Mountains Branch Library and Rutherford County Library Society events, elections and electoral use take priority over other uses, even notwithstanding prior approval of a reservation for a meeting space in the event the Library deems it necessary.

5. No part of the premises of the Library, including meeting spaces, may be used 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, or 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 Statues.

6. In addition to any other grounds established herein, any reservation request and any proposed use of any meeting space may be denied if such request or use: a) violates local, state or federal law or ordinance; (b) interferes with or is disruptive to the Library's programming or mission; (c) creates risk of harm to any person or persons; or (d) may damage the meeting room, Library facility or any of its equipment or property.

7. There is no charge for the use of library meeting spaces. Except for events by the Library, Friends of the Mountains Branch Library, and the Rutherford County Library Society, no admission may be charged and no donations may be solicited by groups for the use of meeting spaces. The Library, Friends of the Mountains Branch Library and Rutherford County Library Society may charge or solicit donations with approval from the Rutherford County Library Director. The library cannot act as a sponsor for or approve any uses of meeting spaces resulting in revenue for any other person, organization, company or other group. No signs or materials advertising any event or meeting on library property may be posted on library property without approval from Library staff.

8. For meetings not occurring during regular library hours, a representative of the group will be responsible for signing out access to the meeting space during regular Library hours prior to the meeting date. Library staff are not permitted to assist with this outside of regular Library hours. *In the event weather conditions cause the library to close; the library reserves the right to cancel use of the meeting space during the time the library is closed. *The person who signs the Reservation Request Form will be responsible for all contents of the lobby and meeting room, and for leaving the facility in good condition after use. If a key is signed out as access, the key must be returned to the library on the next business day after the meeting or left in the outside book drop.

9. Serving refreshments shall be permitted in large group meeting spaces only. Alcoholic beverages are not permitted at any time. Smoking is not permitted in the library facility.

10. The library is not responsible for exhibits, equipment, supplies, materials, or other items owned by groups using meeting spaces. No groups using meeting spaces may store materials in meeting spaces or the library. The library cannot provide staff to assist in handling materials, furniture or exhibits for groups using meeting spaces. The Library does not promise technical support to groups using meeting spaces.

11. Any group using meeting spaces 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 request. Organizations may change room arrangement, but all chairs and tables must be returned to their original location. Lights need to be turned off and doors locked upon completion of the meeting. Garbage is to be removed from the building.

12. Any library-owned audio-visual equipment shall be made available only upon request. This equipment shall be loaned free of charge. Equipment requests must be specified at the time the meeting space is booked; libraries have limited equipment on hand. The Library does not promise technical support to groups using meeting spaces.

13. The person or the group and the Designated Representative, individually, identified on the Reservation Request Form, will each be responsible for the following:
    (a) proper conduct of those attending the meeting;
    (b) damages to the library building, grounds, furnishings, equipment, or other property caused by their members or attendees;
    (c) assuring that library doors are locked and latched, and the building is cleaned following the meeting;
    (d) may be contacted by law enforcement or library staff if the building is found unsecured outside of regular library hours after the meeting is scheduled to conclude.

14. Cancellations are the responsibility of the Designated Representative and must be made at least 24 hours in advance of the event date. Groups that do not cancel at least 24 hours in advance of the event time may be denied use of meeting spaces for 90 days. Repeated cancellations, or failure to notify the Library of cancellations, may result in suspension of meeting space privileges for a longer time as set by the Library Director.

    Any decisions made by staff herein may be appealed to the Rutherford County Library Director for final disposition.

A copy of this policy shall be available at the library service desk, posted in meeting spaces, and found on the library website. Submitting the Reservation Request, and/or use of meeting spaces 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 library meeting spaces.

Revised and approved by Richard Williams, Rutherford County Attorney on July 03, 2025

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 Library's Meeting Space Use Policy and I agree to the abided by the policies and rules set forth.

Signature:

_____

Date:

_____