



Meeting Room Spaces Policy

The Laurens County Public Library System provides six meeting spaces for the public to use for presentations and the exchange of information.

The rooms are available for use by civic, cultural, educational, governmental, and other nonprofit groups. Groups utilizing the meetings spaces must make their meetings open to the public with the exception of meeting for legal matters such as DSS, Guardians, and/or Guardian Ad Litem meetings, etc. Any community group such as homeowner's association, youth group, religious, political group, fraternity, or sorority must be open to all members of the public and not targeted to the invitees. The use of library meeting spaces does not constitute an endorsement by the Laurens County Library System.

Library staff members must be permitted access to any meeting or event in the library. The guidelines established by the Board of Trustees and the Library Director provide the authority to approve or deny the use of the meeting spaces.

All meeting space reservations confirmed prior to the date of any revisions to this policy will be honored as scheduled.

General Guidelines

All activities in the meeting spaces are subject to the Library's Code of Conduct. Any violations may result in the denial of meeting space use and/or assessment of fees. Applicants may appeal the denial of meeting space usage in writing to the Library Director within fifteen (15) days of notification of the denial. The Library Director's decision may be appealed to the Board of Trustees in writing and will be considered at the next regularly scheduled board meeting. The decision of the Library Board of Trustees is final.

Laurens County Library System sponsored events will have precedence in the scheduling of our meeting spaces. The library reserves the right to cancel or reschedule a reservation within thirty (30) days prior if room is needed for a library function.

The library accepts no responsibility for damage or loss of personal items. The library is not responsible for the personal safety of any person inside or outside of the rooms.

All posted occupancy limits are determined by the Fire Marshal. Occupancy information for the meeting spaces is available on the Library's website.

All meeting spaces are subject to federal, state, county, and municipal laws. If any violations occur, the patron's privileges will be revoked.

Availabilities and Use

The meeting spaces are available only during the regular operating hours of the library. The spaces may not be used for socializing or for solicitation of funds, sales, business promotion, or any other profit-making activities except on the behalf of the library. No funds may be exchanged on library property, including but not limited to ticket sales, admission fees, dues, or participation fees.

Meeting spaces may not be used for workshops, seminars or programs that are the direct or indirect promotion of a business or solicitation of clients. This restriction includes a free presentation or seminar that is similar to a for-profit business service/activity, a presentation about a product, or service that would be available in the future for a cost.

Fees

All fees are set by the Board of Trustees. All spaces are processed on a first-come, first-served basis. Each requested date for any room requires a separate application and possible fee(s). The fee must be paid within ten (10) business days **prior to** the date recorded on the library calendar entry. Unpaid or partially paid reservations will be cancelled on the eleventh (11) day and the responsible persons shall be notified at that time.

Library meeting spaces may be used for governmental activities and educational programs that may lead to a license or certification issued by the government agency. If any government uses the rooms, no fees will be assessed.

Restrictions concerning use

When rooms are in use, lights must be on unless the projector is being used. All doors will remain unlocked and nothing can be placed on windows to hinder the view.

Certain types of decorations such as confetti, open flames of any kind, and decorations with glitter are not allowed.

No smoking or alcoholic beverages are allowed in the meeting spaces.

Any damages found by those using meeting space must be reported to staff **before** the use of the room. If damages are not reported, the applicant may be charged for repairs.

Failure to clean up the rooms may result in loss of future use of the room.
The applicant must be present in the meeting space during the entire period of use.

Meeting Rooms Available

There are four different rooms which may be made available to the public. Their possible uses may vary based on their size and amenities. No food is allowed in Board, Collaboration, or Study Rooms except for bottled waters.

1. Multipurpose Meeting Room: The meeting room is a flexible space that accommodates 80 people. This space has ten (10) tables available and television. This room has a podium and connectors for laptop to connect to the television. This meeting space is the only place where food and beverages are allowed.

Multipurpose Meeting Room permits only bottled water unless the applicant has paid the food/beverage fee.

If staff finds that any food or beverage was consumed in a meeting space without payment, the applicant will be charged the food and beverage fee plus a cleaning fee.

When food and beverage fee has been paid for an event the following rules apply

- Coffee pots and electric food servers may be used in the Multipurpose Meeting Room. No other electrical appliances are allowed.
- Applicants are responsible for removing all food from the Multipurpose Meeting Room.

2. Board Room: This room can accommodate up to twenty (20) people. This room is a conference-style meeting room that can be used for tutoring and training.

3. Collaboration Room: This room accommodates ten (10) people. This room is great for team work and studying and group projects. The room has a television that can connect to devices with a HDMI port.

4. Study Room: This room accommodates two (2) people. This room is also great for group study or collaborative work. It is also good for individual work.

Hours Available

Monday through Thursday: 9:00-6:00

Friday: 9:00-5:00

Saturday: 9:00-1:00

(Times are subject to change)

Reservations and Cancellations

Meeting spaces are made through the online reservation system. <https://www.lcpl.org/meeting-room-reservation>. To request meeting space, patrons must read the newly revised Meeting Room Policy and fill out the application online. Reservations are pending until confirmed by the library through email or telephone.

To reserve a meeting space an applicant must:

- 1) Be at least 18 years of age
- 2) Be a resident of Laurens County or have special permission to use the room
- 3) Submit a completed meeting space application
- 4) Have a library card in good standing

Reservations may be made no more than a year in advance.

Reservations will be accepted a minimum of 36 hours in advance.

Multipurpose Meeting Room may be reserved for the same group a maximum of four (4) times a month.

Cancellations must be made at least five (5) days in advance. If a person doesn't give adequate cancellation notice three times within a year, he/she will be denied access to the meeting spaces for a full calendar year.

All reservation periods must have sufficient time for set-up and take-down of equipment.

Reserved meeting spaces will be unlocked only for the applicant.

All meetings must end 30 minutes before the Library closes and all clean-up must be completed by the applicant by closing.

Set-Up

Staff will not provide any assistance with the set-up or take-down of any meeting spaces.

Group has the right to rearrange the meeting room to fit the needs of their meeting. However, the room has to be returned to the original state after the meeting.

If the room is not returned to the original state, the Library Director has the right to deny the applicant's request for the meeting spaces in the future.

Publicity

Groups will not be permitted to post any signs or materials on library property without the approval of the Library Director.

The library will not advertise or promote any meeting without approval of the Library Director.

The name nor the address of the library may be used as the official address of an individual or organization.

Groups shall not use Laurens County Library System’s logo in any publicity.

Unauthorized signs will be removed from the property.

Non-Reserved Use

Library patrons may use available meeting spaces on a walk-in, first-come, first-serve basis by completing a paper application at the circulation desk.

The Study Rooms can be reserved for one hour. If no one else is waiting, the patron may be allowed to extend his/her use for an additional one (1) hour.

Technical Support

Library Staff may provide general support concerning library equipment. Staff is allowed to help people for fifteen (15) minutes. If the instruction becomes more than general instruction, the applicant will be charged a technical assistance fee.

Cancellations, Late Arrivals, and Refunds

Applicants must notify staff when he/she will be arriving late. The staff has the right to cancel the reservation when the applicant is thirty (30) or more minutes late.

If cancellation is done in accordance with the stated guidelines, applicants can submit for a refund for any fees he/she has paid. Repeat late arrivals, cancellations, or no shows will result in denial of using the meeting spaces.

Meeting Space Fees

| | |
|--------------------|----------|
| Library Television | \$50.00 |
| Food and Beverage | \$100.00 |

