

BRUNSWICK COUNTY LIBRARY

MEETING ROOM USE BY NON-LIBRARY GROUPS

As part of its commitment to providing open expression and access to ideas and information, the Brunswick County Library offers free public meeting spaces for occasional use by community organizations and agencies, for educational, intellectual, cultural, civic, and charitable purposes.

Rooms are available during regular library service hours; meetings should be finished 15 minutes before closing time. Meeting rooms may be reserved by contacting the appropriate branch library.

Use of meeting rooms is subject to the following guidelines:

- 1) The Library, Library-sponsored programs, Friends of the Library, Library Board, and County government agencies have priority for use of all meeting facilities.
- 2) Meeting rooms may be booked no more than 60 days in advance by the public. Spaces may be reserved for use by the Library, Library-sponsored programs, Friends of the Library, Library Board, and County government agencies up to one year in advance.
- 3) Programs and meetings must be free and open to the public. Collection of money for sales, dues, donations, or other services is not to be conducted inside the Library.
- 4) All meetings, programs and exhibits shall be lawful, safe, and orderly, without any disruption of library services to the public. The size of the group must be appropriate for the size of the room and fire regulations.
- 5) Groups shall provide their own equipment and supplies, and personnel to set up, clean up, remove trash, and restore the room to its original arrangement after the meeting.
- 6) Care shall be taken not to block aisles, exits, and fire alarms.
- 7) Food and drinks may be served in meeting rooms. Groups are responsible for cleaning up all food and ensuring the food and drinks do not create stains, spills, or damage to the Library.

Library meeting rooms cannot be used for any of the following:

- 1) Any activity that is unlawful, unsafe, or likely to cause harm to persons or property, or to disrupt library services.
- 2) Commercial purposes including solicitation of business, sales, or promotion of services/products.
- 3) Fundraising, except for Library-affiliated groups.
- 4) Private social events including individual or family parties, showers, etc.
- 5) Library facilities cannot be designated by any group as its headquarters or regular meeting place.

LIABILITY

Permission to use a library space does not constitute endorsement of any group or of any organization's views by Library employees, Friends of the Library, Library Board, or Brunswick County government.

Advertisements related to a meeting or program shall designate the sponsoring organization and shall not imply support by or affiliation with the Library.

An adult (18 or older) contact person is required for each reservation. This person assumes responsibility for the group's use of the room.

Anyone using a library meeting room assumes liability for personal injury, damage, or loss during the activity.

Any person or organization using a meeting room to show a movie must comply with movie licensing laws and guidelines, regardless of how the movie copy was obtained and whether the organization is commercial or non-profit, public, or private. The Manager for each library branch can provide licensing information.

If the Library must close because of weather or other circumstances, the contact person will be notified if possible; it is the group's responsibility to notify members and attendees. The Library is not responsible for any cost incurred by any group because of such closing.

Library staff may give permission to individuals to use otherwise unoccupied rooms for tutoring, video conferences, phone calls or quiet study. These guidelines also apply to individual use of meeting rooms.

Library staff reserves the right to limit meeting room reservations based upon demand.

The Library Director is authorized to deny use of the Library meeting rooms to individuals or groups that violate the Library's policies and procedures. Policies are available on the Library website.

Reviewed and adopted by the Library Board, July 24, 2023.