

Santa Rosa County Library System Meeting Room Policy

Meeting Room Availability:

- Meeting room use is available to Santa Rosa County based non-profit groups, government agencies, and individuals who use the meeting rooms for non-profit educational, cultural, intellectual, civic, government, or charitable purposes.
- Meeting rooms are available during standard Library operating hours only. Meeting rooms are *not* available when the library is closed.
- Meeting rooms may not be used for personal purposes such as family gatherings or parties.
- Library and County use of meeting rooms have priority, and schedules may be preempted.

Fees: There are no fees charged for meeting room use.

Applications: Each group or individual requesting use must complete an application which is available on the library website or at the library. Recurring users will need to update their applications annually.

Scheduling: So that all groups may have a fair opportunity to use the meeting rooms, usage is limited to twice monthly.

Cancellations and re-scheduling: Requests should be made at least 48 hours prior to scheduled use. If not, future reservations may be denied.

Forfeiture of Use: Failure to adhere to library policies and procedures or failure to meet for two (2) scheduled sessions without cancelling will result in forfeiture of scheduled and recurring use. Reinstatement or future applications could be denied. Failure to adhere to library policies will result in cancellation of any scheduled use and denial of future use.

Signing In and Out: Please sign in and out of the room at the front desk.

Seating capacity: Seating capacity is 50 in each location.

Audio- Visual Equipment: A ceiling mounted LCD projector is available. Instructions are provided; minimal assistance is available from staff. You may make arrangements with the Library Manager to ensure that your equipment works in the meeting room and to get a quick tutorial on proper library equipment usage.

User Responsibilities:

- Tables and chairs are available but groups are responsible for arrangement of the furniture for their meetings. Library staff is not able to provide assistance in setting up the meeting room.
- Users are responsible for returning furniture to proper locations and leaving the meeting rooms in a state of order and cleanliness. At the end of the meeting, lights and equipment should be turned off.
- Adult supervision is required when children are using the room.
- Normal operation of the library should not be disrupted by meeting room users.
- Please do not attach materials to walls, windows, doors, or furnishings. Dry erase boards and bulletin boards are provided for you.
- No promotional or informational materials or supplies may be left in the meeting room or library by any meeting room user.

Animals: Only service animals or animals associated with library programs are allowed in the facility.

Publicity: Publicity must not imply that the event is library supported and must state: *This is not a library sponsored program.*

Library Liability:

- The Library is not responsible for damages, direct or indirect, arising from use of any facility in the meeting room including electric outlets, audio/visual equipment, computers, heating and cooling systems, or any other equipment or furnishings that may be used.
- The library is not responsible for personal belongings brought into or left in the room.
- Use of the meeting room does not constitute an endorsement of the group's policies or beliefs by the Santa Rosa County Library System.