



Meeting Room Policy

Approved November 2014

Revised 09/2017; 10/2019, 07/2020

Revised May 2021

The Charleston Carnegie Public Library welcomes the public use of its meeting facilities. The Library provides meeting rooms for the purpose of presenting programs of culture, education, entertainment or information for the Charleston community.

The following rooms are available during the Library's open hours:

Room	Standard Setup	Bridge to Phase 5 Capacity
Study Room A	1 table with 2 chairs	2
Study Room B	2 tables with 5 chairs	5
Conference Room	1 table with 9 chairs	9
Rotary Room A	4 round tables, 3 conference tables, and 27 chairs	27
Rotary Room B	4 round tables, 2 conference tables, and 27 chairs	27
Rotary Room AB	8 round tables, 5 conference tables, and 54 chairs	54

The meeting rooms are available to groups during Library hours using the guidelines set by the Library Board. Scheduling preference is given to Library sponsored activities and the Charleston city government. After which the meeting rooms are available on a first come, first served basis. The Library reserves the right to make cancellations due to Library needs or other extenuating circumstances.

The Library requests that groups call the Library at 345-4913 to notify the Library of any cancellation no less than 24 hours in advance, or at least one week in advance for refund of registration fees.

It is the responsibility of the group or individual to inform the Library if they will arrive late for their reservation. If the Library is not informed of a late arrival, the Library reserves the right to cancel the reservation and give the room away if the need arises.

Groups or individuals who make reservations and fail to show up without notifying the Library will be considered a No Show. If a group or individual has three No Shows within a three month period, they will be informed by the Library Director that they will lose the ability to reserve rooms ahead of time for a three month period. The Library Director reserves the right to extend this suspension if the situation warrants it.

Groups wishing to use the meeting room must complete an application (available at the Information Desk), receive approval, and pay fees if indicated.

Reservation Guidelines

1. The person reserving the room must be over 18 years of age.
2. Room reservations may be made up to three months in advance of the requested date.
3. The reservation will be official only after approval and the payment of fees, if indicated.
4. The applicant for the room is responsible for any damage to the facility, property, or equipment and for the cleanliness of the facility at the close of the meeting.
5. All equipment requests must be made in writing on the Meeting Room Request Form. If the user is unfamiliar with the operation of the equipment, an appointment must be made to be instructed in the correct use.

Fees for use of meeting rooms

Nonprofit, Community, & Study Groups		
Room	Fee per hour	Additional Fee if serving food
Conference Room, Study Room A OR Study Room B	No charge	No Food Allowed in the Library
Rotary Room A, Rotary B, OR Rotary AB	No charge	No Food Allowed in the Library
Private & For Profit Groups		
Room	Fee per hour	
Conference Room, Study Room A OR Study Room B	\$10	
Rotary Room A OR Rotary Room B	\$15	
Both Rotary Rooms A & B	\$30	

General Guidelines for Use of Library Meeting Rooms

1. No admission fee may be charged.
2. The sale of items or fundraising at a meeting must be reported on the application form and approved by the Library Director.
3. Nothing may be affixed to the walls, doors, windows, etc.
4. No food or drink is allowed.
5. Users will be billed for the repair of any damage to facilities or equipment (Library staff will inspect meeting rooms after each use and report any damage to the Library Director).
6. The blocking of entrance and exit doors in any manner is prohibited.
7. Any group is expected to conduct its proceedings in a quiet orderly fashion, causing no disruption to normal Library activities.
8. Adults bringing children to a meeting must keep the children with them in the assigned meeting room. Children may not sit or play in the corridors or be left unsupervised in the KidSpace.
9. Children's groups using the meeting rooms must be supervised by at least one adult for every ten children.
10. The Library assumes no responsibility for damage to or loss of personal items used or left in Meeting Rooms.
11. Use of the public meeting rooms does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address.
12. Persons attending meetings are subject to all city ordinances, state or federal laws and Library policies.
13. Smoking, drugs, alcoholic beverages and any kind of flammable substances are prohibited in the Library facilities at all times.
14. All groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids when requested.

Clean up procedures after the meeting.

1. Deposit all trash in the receptacle.
2. Wipe table tops and chairs.
3. Turn off all lights.

Failure to follow the reservation guidelines and general guidelines for the use of Library meeting rooms may result in the loss of future meeting room privileges.