



Meeting Room Policy

Approved November 2014

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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	Fire Code Capacity
Rotary Community Room A	3 round tables with 18 chairs, 2 conference tables	w/tables and chairs: 45 standing room only: 136
Rotary Community Room B	3 round tables with 18 chairs, 4 conference tables	w/tables and chairs: 45 standing room only: 136
Rotary Community Room A & B	6 round tables with 36 chairs, 6 conference tables	w/tables and chairs: 90 standing room only: 272
Study Room A	1 table with 6 chairs, 1 desk with 1 chair	6
Study Room B	2 tables with 8 chairs	10
Conference Room	1 conference table with 12 chairs	15
Craft Room	5 tables with 22 chairs	50

* Rotary Community Meeting Room B provides access to a kitchenette with a sink, refrigerator and a microwave. A 12 cup coffee pot is available. Consumable items are not provided by the Library.

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 217-345-4913 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 and on the Library webpage), 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.
6. The meetings rooms will begin with the standard setup listed above. If groups desire an alternate setup, they are responsible for arranging the meeting room tables and chairs and returning them to the original location before leaving.

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	n/a
Craft Room	No charge	n/a
Rotary A OR Rotary B	No charge	\$15
Both Rotary Rooms A & B	No charge	\$30

Private & For Profit Groups	
Room	Fee per hour
Conference Room, Study Room A, OR Study Room B	\$10
Craft Room	\$15
Rotary A OR Rotary 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. Food is allowed with the exception red, orange, and purple beverages due to staining.
5. Table covers are required for activities which might stain or mar tables such as food or crafts.
6. Library supplies stored in the meeting rooms are not to be used. This includes but is not limited to food, craft supplies, and Story Time videos.

7. 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).
8. The blocking of entrance and exit doors in any manner is prohibited.
9. Any group is expected to conduct its proceedings in a quiet orderly fashion, causing no disruption to normal Library activities.
10. 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.
11. Children's groups using the meeting rooms must be supervised by at least one adult for every ten children.
12. The Library assumes no responsibility for damage to or loss of personal items used or left in Meeting Rooms.
13. 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.
14. Persons attending meetings are subject to all city ordinances, state or federal laws and Library policies.
15. Smoking, drugs, alcoholic beverages and any kind of flammable substances are prohibited in the Library facilities at all times.
16. 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. Coffee maker should be clean and turned off.
3. Wipe kitchen counter tops and kitchen sink.
4. Wipe table tops and chairs.
5. Clean any food or waste from the floor.
6. Remove all leftover food from the kitchen and premises.
7. Remove all disks, CDs, and DVDs from equipment.
8. Turn off all electronic equipment.
9. 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.