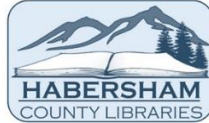


178 East Green Street · Clarkesville, GA 30523
706-754-4413C · 762-230-0003
www.clarkesvillelibrary.org



301 N Main Street · Cornelia, GA 30531
706-778-2635 · 706-903-1000
www.cornelialibrary.org

HABERSHAM COUNTY LIBRARIES COMMUNITY MEETING ROOM POLICY

The Community Room of the Clarkesville/Cornelia-Habersham County Library is available to individuals or organizations regardless of their beliefs or affiliations for public meetings of a non-commercial, informational, educational, cultural, intellectual, or civic nature. All meetings must be open to the public.

Groups may not use the name or address of the Northeast Georgia Regional Library System, the Habersham County Library, the Clarkesville Library, nor the Cornelia Library as the official address or headquarters of the organization. Advertisements for meetings may not be displayed in such a manner as to suggest library sponsorship unless such a sponsorship or co-sponsorship exists.

The meeting room may not be used for social events or private parties. The affiliated library reserves the right to determine use of the meeting room, to assess maintenance fees for use of the room and to cancel or reschedule all arrangements at its discretion with or without cause or reason and without liability.

Library sponsored programs will take precedence over programs by outside groups. Any meeting longer than one hour must be scheduled after standard operating hours of the affiliate library. Time slots are upon availability only.

No admission fees may be charged at any meeting in the room, except in conjunction with the library or the affiliated Friends of the Library. Monies may not be collected unless in payment for materials used in the meeting.

Groups requesting use of the meeting room shall be allowed a maximum of one reservation per month unless, special permission is granted by the executive committee of the Habersham County Library Board.

The library is not responsible for security or storage of property owned by groups using the meeting room, nor is it responsible for damage or loss of property of others. **No property is to be stored at the affiliate library.** Any property left after the meeting has concluded will be disposed of at the affiliate manager's discretion.

Failure to abide by library policy and the related regulations will result in cancellation or refusal of reservations. Community room use may be monitored.

CHARGES

There is a fee of **\$25.00** for use of the Community Meeting Room by non-profit groups whose members do not pay membership dues or for governmental agencies. Local for-profit groups or businesses and non-profit organizations whose members pay membership dues may use the meeting room at the discretion of the Branch Manager and/or the Habersham County Library Board. These groups will be charged a maintenance fee of **\$50.00** per meeting.

GROUP RESPONSIBILITY

Reservations for the meeting room must be made in advance by an adult, at least 18 years of age, with a valid **Pines Library card** and must be authorized by the group to assume responsibility on its behalf. All reservations must be confirmed by the library; an application does not necessarily assure approval. Requests will be considered in the order of application. No group may transfer use of the meeting room.

A signed disclaimer form must be on file with the library and any applicable charges must be paid prior to the start of the meeting. If attendees will be under 18 years of age there must be at least 1 adult per every 10 children in attendance. Groups may not exceed the capacity of the meeting room which is a maximum of 50 persons at the Cornelia Library and 75 at the Clarkesville Library.

If the group is meeting when the library is closed, it is the responsibility of the authorized adult member of the group to check-out an outer door key during regular library hours. That person must be prepared to assume responsibility for the room, to make sure all lights are turned off, the temperature is returned to its original setting upon leaving and to correctly unlock and relock the outer door. Place the key in the outdoor book return at the completion of the meeting. Late fees will apply to any key not returned promptly.

It is the responsibility of the group to set-up the room to the group's requirements and to leave it clean and undamaged. Any damage or cleaning fees will be charged to the group. Any charges not paid by the group will be the responsibility of the Pines card holder that reserved and signed for the use of the room.

Refreshments may be served in the meeting room. Any spills on the furniture or floor must be cleaned by the group. Trash should be put in plastic bags, tied up and disposed of by the group. No supplies other than a broom, mop, and vacuum will be furnished by the library. Failure to clean the room after use, including removing trash, will result in additional cleaning fees being charged to the group.

Excessive noise or use of hazardous material is prohibited. The use of candles, incense or any open flame/burning materials is strictly prohibited. Tobacco and alcoholic beverages are not permitted in any part of the library.

(Revised July 2021)