

## **6.4 Meeting, Study, and Conference Rooms**

The Cary Area Public Library District makes its meeting, study and conference rooms available for the public. The Library neither approves nor disapproves of any viewpoint expressed by the users of the rooms. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of the meetings.

When the rooms are not being used by the Library or the Friends of the Library, then the Library will open the space to all persons or groups for meetings for purposes consistent with the Library's Policy Manual. The following policies for use shall apply to all users except for the Library and the Friends of the Library. (Reservation systems are available on the Library website: [www.caryarealibrary.org](http://www.caryarealibrary.org)) (See [Appendix 10](#))

The Library expects organizations to be considerate of library patrons and activities. The Executive Director or their designee has the power to terminate any meeting disruptive to Library operations.

Personal items should not be left unattended in the meeting room, conference room or study rooms. The Library is not responsible for lost or stolen items.

Excessive noise is not permitted in the study rooms. Conversations should remain at normal speaking levels so as not to disrupt others nearby.

Library staff have the right to deny study room use to any individual or group violating the rules for use and/or any Cary Area Public Library District policies.

### **6.4.1 Use of Meeting Rooms**

- Reservations may be made no more than three (3) months in advance. Reservations will be taken in the following order: Library sponsored programs and meetings; Library related programs and meetings, including the Friends of the Library; not-for-profit community groups and organizations; and for-profit community groups and organizations. Reservations may be made online ([www.caryarealibrary.org](http://www.caryarealibrary.org)), by phone (847-639-4210), or in person at the Service Center. Advance notice of forty-eight hours is required if an event is canceled. Repeated failure to notify the Library of cancellation of meeting rooms may result in denial of future bookings.
- Rooms may be reserved a maximum of once per month. The person making the reservation must be a Cary Area Public Library District cardholder, at least 18 years old and must be in attendance during their reservation.
- Meeting rooms may be reserved for a minimum of nine (9) people.
- Meeting rooms will not be made available for meetings where admission is charged or money raised and will not be available for private parties. The exchange of money for goods or services is prohibited on the Library premises, except by the Library or the Friends of the Library.
- Babysitting service for children of persons attending meetings is not provided by the Library. Unattended children may not be sent to other areas of the Library while their parents or guardians are attending a meeting or program.
- The Library will post a sign in all the meeting rooms with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any

goods or services which may be the subject of meetings. All meetings shall be open to the public.

- Publicity is the responsibility of any group reserving the meeting room. If requested, the Library will post publicity on the Library's lobby bulletin board, providing it conforms to the Library's Displays and Exhibits policy. The sponsoring group must be identified on all publicity displayed or published. The sponsoring group must prominently state on all publicity displayed or published that the event is a "Non-Library Sponsored Event." The Library's logo or phone number may not be used. The Library may be named as a host site only.
- If light refreshments are to be served, the Library must be informed at the time the reservation is made. No alcoholic beverages may be served. Rooms must be left neat and clean and ready for the next scheduled group. A custodial fee may be charged for cleanup. Fees will be charged to the library card of the person who reserved the room.
- The use of meeting rooms shall conform to all local, state or federal laws. State law prohibits smoking in public facilities and within 15 feet of the entrance.
- The use of glitter, oil based products and paint is prohibited. Rooms must be left neat and clean and ready for the next scheduled group. A custodial fee may be charged for cleanup.
- The standard meeting room cleaning fee is \$50. When clean up requires the Library to hire an outside company, the user will be responsible for the complete cost of cleaning. Fees will be charged to the library card of the person who reserved the room.
- Users shall assume responsibility for cleaning up and for any damage to Library property or the facility. The Library may assess charges for damage or cleaning. Fees will be charged to the library card of the person who reserved the room. The Library assumes no responsibility for personal belongings.
- Meeting rooms may only be used for candidate forums when the following conditions are met at the time of application:
  - All candidates are invited to attend
  - The forum is sponsored by a non-partisan group
  - All candidates for the particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
- Meetings must be completed 30 minutes before the Library closes.
- Deviations from the above policies will jeopardize future access to the facilities.
- All reservations are subject to the approval of the Executive Director or their designee.

#### **6.4.2 Use of Study Rooms and Conference Room**

Study rooms and the conference room follow the same general rules as the meeting rooms except:

- Reservations may be made no more than one (1) week in advance. Reservations may be made online ([www.caryarealibrary.org](http://www.caryarealibrary.org)), by phone (847-639-4210), or in person at the Service Center.
- Reservations cannot exceed two reservations per day or two hours per reservation. The person making the reservation must check-in with a library card or photo ID at the Service Center.
- Reservations are held for 15 minutes from the scheduled time, after which, the room may be given away.
- Study room 1 and study room 2 may be reserved for a maximum of two (2) people.
- Study room 3 may be reserved for a maximum of six (6) people.
- The conference room may be reserved for a maximum of eight (8) people.

- Food is not allowed in the study rooms or the Conference Room. Covered drinks are allowed in study rooms 1 and 2 and the Conference Room. No drinks are allowed in study room 3.