

	<h1>Clay County Library Policy\Procedure</h1>	Procedure Date(s) 3/1/18 12/2/21 (rev.)
BUI-001	Meeting Room Policy	

The Clay County Public Library offers meeting rooms at three of its locations: Fleming Island, Orange Park and Middleburg. Use of the meeting rooms is subject to this Meeting Room Policy and the Library Patron Code of Conduct. Use of study rooms is not subject to this Meeting Room Policy.

Meeting Room Reservations:

In order to reserve meeting room space, an applicant must be a Clay County Library cardholder or possess a non-resident fee card, with a zero (\$0.00) balance on their library account. Patrons with reciprocal borrowing library cards may apply to reserve meeting room space and will be considered as a non-resident applicant.

Application Form

Any organization, group, or individual booking a meeting room must complete and sign an application form. The individual completing the meeting room application on behalf of an organization or group must be present when the meeting room is being used and assumes complete financial responsibility for any abuse of Library premises or equipment attributed to the organization or group while the meeting room is being used.

Fee

- Meeting rooms may be used at the rate of \$25.00 per hour for Middleburg and Orange Park Meeting Room B, and \$50.00 per hour for Fleming Island and Orange Park Meeting Room A. Minimum rental is two hours.
- Advance payment, at the time of the reservation, is required for the meeting room booking to be approved and confirmed by the library.
- Meeting room fees are non-refundable unless the meeting is canceled by the Library. Please note that this is the only circumstance for which a refund will be provided.
- Non-profit organizations or community groups that are located in Clay County or are operating in Clay County are authorized to use the meeting rooms at no charge.
- Organizations must provide proof of Florida non-profit status.

Reservations

- A meeting room may be reserved up to a year in advance. Reservations open on the first work day of each month for new bookings in the 13th month.
- Reservations will be accepted, subject to the provisions of this policy and upon availability of an appropriate meeting room.
- Reservation priority may be given in the following order: Non-profit organizations or community groups located in Clay County; Individuals residing in Clay County; Forprofit organizations or groups located in Clay County; other organizations, groups or individuals.

- **Exception:** A meeting room may be reserved at any time, with no limitation on the number of bookings and in the following order of priority, by: the Supervisor of Elections; programs or meetings sponsored by the Clay County Public Library or the respective Friends of the Library organizations; programs or meetings sponsored by official governmental boards, committees, and agencies.
- Juvenile or youth groups may reserve a meeting room with an adult sponsor, who must complete the application and be in attendance for the entire time the meeting room is in use.
- The Library reserves the right to limit the number of reservations by any organization, group, or individual, including a limit of one reservation per library per month, so as to provide a fair opportunity to all for the use of the meeting rooms.
- The Library reserves the right to cancel a reservation with seventy-two (72) hours advance notice in order to use a meeting room for Library or County purposes.

Cancellations:

- Twenty-four (24) hour advance notice required for cancellation of a reserved meeting room. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.

Meeting Room Regulations:

1. No organization, group, or individual may conduct financial transactions when using a meeting room or while on County premises.

a. Exceptions:

i. Organizations, groups, or individuals participating in events sponsored by the Library or the Clay County Friends of the Library groups may collect fees, dues, donations, or the like as well as sell books, audiovisual materials, or other promotional items, in the meeting rooms and immediate surrounding areas. All items sold by the Friends of the Library and other sponsored organizations are subject to the approval of the Library Director.

ii. Book authors may display and sell their books or other promotional items in a reserved meeting room.

2. Use of a meeting room may be terminated at any time if the conduct of the individual, organization, or group, or any member of the organization or group, violates the Library Patron Code of Conduct or Meeting Room Policy, or is disruptive to library services or operations.

3. Permission to use the meeting rooms does not constitute endorsement by the Library or the County of the meeting, activity, or policies of any individual, organization, or group. No organization, group, or individual shall state or suggest in any of its publicity that the Library sponsors or endorses the meeting, the group, or any particular set of ideas.

4 The Library's address and phone number cannot be used on promotional materials for the purposes of contact information.

5. The individual completing the meeting room application must be present when the meeting room is being used.

6. The individual reserving the meeting room, whether on behalf of an organization, group, or himself, assumes complete financial responsibility for any abuse of Library premises or equipment attributed to the organization, group, or individual while the meeting room is being used.
7. An adult sponsor for the use of a meeting room by juvenile or youth groups must be in attendance for the entire time the meeting room is in use. Children or youths may not be unsupervised at any time.
8. The Library Meeting Room Policy and the Patron Code of Conduct shall be complied with.
9. Meeting room occupancy may not exceed that set forth in the room capacity chart as set by the Fire Marshal.
10. All meeting rooms are provided in "as is" setup condition. The Library will not provide any type of additional equipment or furnishings. If any additional equipment or furnishings are necessitated, approval to bring such items shall be obtained from the Library Branch Manager. Items brought in by a user may not be stored in the meeting room overnight.
 - a. A limited number of chairs and tables are available but the user is required to request use of them in advance, set them up, and return them to their original positions when the meeting is over. Library staff will not provide assistance in setting up meeting rooms.
 - b. The Library is not responsible for loss or damage to equipment, supplies or other materials brought to the Library by an individual, organization, or group.
11. Materials may not be affixed to the walls, ceilings, doors, or windows.
12. Literature may be distributed only to people attending the meeting or to patrons who specifically request the literature.
13. Light snacks and non-alcoholic beverages are permitted in the meeting rooms, subject to an extra charge if the meeting room is not left in clean condition.
14. All meeting rooms must be vacated at the indicated time.
15. Clean up of meeting rooms is required and is the responsibility of the individual, organization, or group using the meeting room. Failure to return the meeting room to its proper state will result in an extra charge equivalent to one hour.
16. Unreserved meeting rooms may be used for study purposes.