

## 7 – MEETING ROOM USE POLICY

### 7.1 Statement of Purpose

Farmville Public Library supports, strengthens, and enriches the residents and communities in which it serves by offering a safe and welcoming space to meet, socialize and learn. The Library serves a diverse community and it is committed to providing use of its meeting spaces to reflect and respond to the diverse population and interests it serves.

The Library's meeting rooms are primarily used to support programs, activities, meetings and study offered by or related to the Library and the Town of Farmville local government. Reservations are made on a first come, first served basis. However, groups qualifying for meeting and study room space are listed below in order of priority:

- Farmville Public Library and its affiliates
- Town of Farmville Government and its departments
- Pitt County Government and its departments
- Community organizations and the general public

The Library and Town reserve the right, under extraordinary circumstances, to pre-empt or cancel reservations, meetings, or events. If this happens, as much notice as possible will be given and assistance will be provided to identify another meeting site. The Library maintains a list of Town and community meeting venues in Farmville and its associated contact information, which it will provide to patrons upon request.

### 7.2 Reservations

- Reservations for the auditorium and conference room can be made by telephone, email or in person.
- Reservations for study rooms can be made using the Library's online reservation portal, telephone, email, or in person.
- Organizations and individuals may have up to three (3) reservations at a time.
- Reservations are allowed up to 90 days in advance.
- All fees must be paid within one (1) business day of the reservation request, if applicable.
- Special requests may be made in advance and may require additional fees.
- Questions regarding denial of use or assessment of fees shall be addressed by the Library Director in consultation with the Town Manager.

### 7.3 User Types

The following list of organizations, businesses and individuals that may reserve the Library's meeting and study rooms aligns with Town of Farmville policy for all of its rental spaces and serves as a guide to determine associated fees:

*a) Library and Town Use / Library and Town Sponsored Use*

Events, meetings or activities conducted or sponsored by Farmville Public Library, the Town of Farmville as a whole, or by one of its departments, including but not limited to Commissioners meetings, advisory board meetings, employee training sessions, employee events, and programs and classes.

*b) Community Service Use*

Donated activity or program that is performed by an individual or a group for the benefit of the community and not for personal or professional gain or recognition. Examples include but are not limited to blood drives, job fairs, nutrition programs, community book clubs, meal events for the elderly or needy, health screenings, literacy programs, youth mentoring programs, life skill development programs, and curriculum classes.

*c) Private, Resident*

Private events for which no admission is charged. Applicant must live within Town limits. Organizations may not use the address of a member who is a Town resident. A driver license will be required as verification of residence.

*d) Private, Non-resident*

Private events for which no admission is charged. Applicant does not live within the Town limits.

*e) Business, Resident*

Profit-oriented group. Business is located within Town limits.

*f) Business, Non-resident*

Profit-oriented group. Business is located outside Town limits.

The individual or organization hosting the event must complete the reservation request and application if applicable, and his/her address is used to determine the appropriate fee. Age restrictions may apply to specific rooms as detailed in section 7.6 of this Policy.

The Library and/or Town may participate in co-operative or joint programs with other agencies, organizations, institutions, or individuals as part of its own efforts to facilitate information access in the community or to provide a valuable service to the community as a whole or to a targeted segment of the community. Sponsorship is at the discretion of the Library and/or Town. These sponsored programs may include, but are not limited to speeches, community forums, discussion groups, demonstrations, displays, media presentations, health and mental health programs, or

educational and scholarship programs. Sponsored events must be open to the general public, free of charge, observe all facility use policies, and have written approval as a sponsored event prior to being scheduled.

#### 7.4 Fee Schedule

The following fee schedule corresponds to the user types in section 7.3 of this Policy:

Facility	Library/Town or Library/Town Sponsored Use	Community Service Use	Private or Business Use Resident	Private or Business Use Non-Resident	Kitchenette	Damage Deposit Fee
David Belk Cannon Auditorium	No Charge	No Charge	\$200 per 4-hour period	\$300 per 4-hour period	\$30	\$100
Monk Family Conference Room	No Charge	No Charge	\$50 per 2-hour period	\$75 per 2-hour period		\$50
Study Rooms	No Charge	No Charge	No Charge	No Charge		

#### 7.5 Guidelines

The following are general meeting room guidelines:

- Use of a room shall not interrupt the use of the library by others, and the library’s Code of Conduct policy (section 4.2) still applies while using the room.
- The rooms should be kept clean during use and should be put back into original condition when finished. Patrons are responsible for the condition of the room they are using.
- No items may be stored for any user/group within the facility.
- All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period.
- No alcoholic beverages will be served without special permission from the Farmville Board of Commissioners.
- The Library shall have the right to control and operate the public portions of its facilities, the heating and air conditioning and common use areas, in a manner deemed most appropriate for the Library.
- Library equipment shall not be removed from the facility.
- The lessee shall not assign or sublease the space covered by the “Meeting Room Use Agreement”.

- No person shall be allowed to have firearms, knives, explosives, or any other weapons in the facility or on the premises at any time.

## 7.6 Meeting Rooms

### *David Belk Cannon Auditorium*

Individuals and organizations may reserve the David Belk Cannon Auditorium (Room 118) in four-hour increments for a fee outlined in section 7.4 of this Policy. The maximum occupancy is 100 individuals. Due to the ability to close off the auditorium from the rest of the library, this space can be utilized after the library's normal operating hours.

Reservations: Reservations can be made by telephone, email, or in person at the library for a fee. The reservation will not be confirmed until the use fee and refundable damage deposit fee are submitted. These fees must be paid within one (1) business day of the reservation request for the request to be confirmed. Users are encouraged to make a reservation request at least a month in advance to better ensure the auditorium is available at the requested day and time. The requesting individual/responsible party must be at least 18 years old. Events in this space requires an adult chaperone ratio of two (2) adult per ten (10) minor children.

Availability: This space may be utilized during and after the Library's normal operating hours. Users may reserve this space Monday - Sunday between 9:00 am to 10:00 pm.

Size and capacity: 1,821 square foot room accommodates 100 people (100 chairs and 10 tables).

Equipment: 100 chairs, 10 round tables, pull-down projector screen, projector, and podium available. Kitchenette available for an extra fee.

Use of Kitchenette: Renters of the David Belk Cannon Auditorium may utilize the Library's kitchenette for a fee outlined in section 7.4 of this Policy. Individuals must make their own catering arrangements and arrange for cleaning of the kitchen after use. The kitchenette is not equipped for large-scale food preparation or catering. Cleaning supplies and trash bags are the responsibility of the renter.

After Hours Use: Due to the ability to close off the auditorium from the rest of the library, this space can be utilized after the library's normal operating hours. The individual/responsible party who made the reservation will be given one (1) key card to access the entrance associated with the auditorium. It is the responsibility of the individual/responsible party to ensure all doors are locked after the event has ended. The key card will be de-activated shortly after the event's scheduled ending. The library requests that key cards be returned to a library staff member by the next business day. Key cards may also be left in the exterior book drop immediately following the event.

Checking In: Individuals who have reserved the auditorium should check in at the service desk. Once alerted, a staff member and the requesting individual will review the auditorium's use policy, and assistance with equipment will be provided if previously

arranged. Individuals who have reserved the auditorium after hours will be provided with a key card to access the entrance associated with the auditorium the day of the event.

Checking Out: Individuals are asked to alert staff once the auditorium has been vacated so its doors can be locked and room secured. If utilized after the library's normal operating hours, the requesting individual must ensure that the room is left as it was found and that all doors are locked. The key card will be de-activated shortly after the event's scheduled ending. The library requests that the key card be delivered to a library staff member by the next business day. Key cards may be left in the exterior book drop.

Refundable Damage Deposit Fee: Lessees eligible to receive some or all their refundable damage deposit fee will be issued a check within fifteen (15) business days after the event has taken place.

### *Monk Family Conference Room*

Individuals and organizations may reserve the Monk Family Conference Room (Room 209) in two-hour increments for a fee outlined in section 7.4 of this Policy. The maximum occupancy is 10 individuals.

Reservations: Reservations can be made by telephone, email, or in person at the library for a fee. The reservation will not be confirmed until the use fee and refundable damage deposit fee are submitted. These fees must be paid within one (1) business day of the reservation request for the request to be confirmed. Users are encouraged to make a reservation request several days in advance to better ensure the conference room is available at the requested day and time. The requesting individual/responsible party must be at least 18 years old and must attend the event.

Availability: This space may be utilized during the Library's normal operating hours:

- Monday - Thursday between 9:00 am and 8:00 pm
- Friday between 9:00 am and 6:00 pm
- Saturday between 9:00 am and 3:00 pm

Size and capacity: 323 square foot room accommodates 10 people (10 chairs and 1 table).

Equipment: 10 chairs, 1 rectangular table, and television screen for presentations.

Checking In: Individuals who have reserved the conference room should check in at the 2<sup>nd</sup> floor service desk. Once alerted, a staff member will unlock the conference room door, will review its use policy with the individual, and assistance with equipment will be provided if previously arranged.

Checking Out: Individuals are asked to alert staff once the conference room has been vacated so its door can be locked and room secured. The requesting individual must ensure that the room is left as it was found.

Refundable Damage Deposit Fee: Lessees eligible to receive some or all their refundable damage deposit fee will be issued a check within fifteen (15) business days after the event has taken place.

### *Emily Monk Davidson Local History and Genealogy Center*

The Emily Monk Davidson Local History and Genealogy Center (Room 208) is a repository of historical materials for public consumption that can be utilized by patrons anytime during the Library's operating hours. While the Library may hold or co-sponsor a public program that is historical in nature in the Center, it is not available to be reserved.

### *Study Rooms*

A total of three (3) study rooms are available for individual or small group study, discussions, tutoring sessions and other similar activities. One (1) room (Room 106) is located on the first floor, and two (2) rooms (Rooms 202 and 203) are located on the second floor. These rooms are available without charge daily on a first come, first served basis. The maximum occupancy for a study room is 5 individuals.

Reservations: Reservations can be made using the Library's online reservation portal, phone, email, or in person at the library. The requesting individual/responsible party must be at least 13 years old.

Availability: This space may be utilized during the Library's normal operating hours:

- Monday - Thursday between 9:00 am and 8:00 pm
- Friday between 9:00 am and 6:00 pm
- Saturday between 9:00 am and 3:00 pm

Size and capacity: Study rooms are between 100 and 140 square feet, and each room can accommodate 5 people.

Equipment: Study rooms contain 5 chairs and 1 table. A television screen for presentations is available in two of the study rooms.

Checking In: Individuals who have reserved a study room should check in at the service desk which corresponds to the floor their requested study room resides. Once alerted, a staff member will unlock the study room door.

Checking Out: Individuals are asked to alert staff once the study room has been vacated so its door can be locked and room secured. The requesting individual must ensure that the room is left as it was found.

## 7.7 Conditions of Use

- **Room Capacity.** Users shall observe posted room capacities.
- **Non-Discrimination.** The Library is a place for everyone. Users of the library and its rental spaces must understand that any discrimination, including but not limited to an

individual's age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference, or marital status will not be tolerated and may prevent future use of the Library and its rental spaces.

- **Activities for Profit.** Advance ticket sales or admission charges to private events are permitted, however you cannot charge admission at the door. The exchange of goods or services in the library is generally prohibited, though exceptions may be made by the Library Director or designee.
- **Signs and Advertising.** Posters or other signs advertising events in the library and its rental spaces must be approved by the Library Director or designee before they are displayed. Users may bring an easel, or use a Library-owned easel, to display an event's poster the day of the event. Signage is not permitted on the library's meeting room windows, tables, walls, ceilings, or equipment.
- **Safety.** Users must take all necessary precautions to ensure the safety and well-being of all activity participants.
- **Indemnity.** The user agrees to indemnify and hold harmless the Library, Town and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the user except to the extent same are caused by the negligence or misconduct of the Town.
- **Liability.** As a condition of using the library's equipment or facility, users shall hold the Library and Town harmless from any claim or liability arising out of any activity or conduct of the group or individual while using the facility in question.
- **Compliance.** Users are responsible for compliance with all ordinances, codes, policies, and laws related to the proposed use of the Library, as well as Town buildings, grounds, or parks, and must obtain all necessary permits for the proposed event.
- **Reservation of Rights.** The Library reserves the right to prohibit use of facilities, for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of library business, and failure to compensate the library for use and/or damages to a facility.
- **Waiver of Terms.** The Library Director reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.
- **Disclaimer.** In making library facilities available for use under this policy, neither Farmville Public Library nor the Town of Farmville assumes obligation or responsibility for the activities of the individuals or groups nor makes any direct or indirect endorsement of the activity.

## 7.8 User Responsibilities

- Users must set up the tables, chairs and equipment, and are asked to return the room to the condition in which it was found. Failure to do so may prevent future rental privileges. Only tables and chairs assigned to each meeting room are available for use by the reserving group or individual.
- Users needing assistance with operating a room's equipment are asked to request assistance in advance of taking occupancy. Staff is not available to operate meeting room equipment or teach users without prior arrangements made at the time of reservation.
- Any damage incurred during a user's event is the responsibility of the user and their group. This includes any and all damages to the facilities, equipment or property, including the costs of all labor, materials, and supplies to repair or replace the damage. The user's damage deposit fee will be used to repair or replace damage incurred. Repair or replacement of damage that exceeds the damage deposit fee total will be supplied by the user.

## 7.9 Audiovisual Equipment

Audiovisual equipment and technical support are available by library staff as long as sufficient notice is given and that the equipment is not needed for a Library, Town of Farmville, or Pitt County program or event. Groups may use their own equipment provided the library network and/or audiovisual systems are not compromised or unduly burdened. Any library equipment used must be left in the same condition in which it was found. Damage or loss of any library equipment or property will result in a financial liability to the individual and/or group reserving the room.

## 7.10 Meeting Room Refund Policy

Unless the cancellation of a meeting room reservation can be directly tied to an act of nature, public health concerns, or Library or Town use of the room, a refund will not be given unless made two (2) weeks before the scheduled reservation date. Canceling a reservation can be made by calling the library at (252) 753-3355. If eligible, a refund will be issued within fifteen (15) business days of the cancellation date.

## 7.11 Refundable Damage Deposit Fee

A refundable damage deposit fee is required to reserve the David Belk Cannon Auditorium and the Monk Family Conference Room. Any damage incurred during a user's event is the responsibility of the user and their group. This includes any and all damage to the facilities, equipment or property, including the costs of all labor, materials, and supplies to repair or replace the damage. The user's damage deposit fee will be used to repair or replace the damage incurred. Repair or replacement of damage that exceeds the damage deposit fee total will be supplied by the user.

Users eligible to receive some or all their refundable damage deposit fee will be issued a check within fifteen (15) business days after the event has taken place.

#### 7.12 Denial of Meeting and Study Room Privileges

No group will be permitted use of a meeting room if that use is in violation of the Library's Code of Conduct policy (section 4.2), such as exhibiting excessive noise, or presenting a safety hazard or a significant security risk. The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.