



MEETING ROOM POLICY

Approved by the York County Library Board of Trustees on September 18, 2007.

The York County Library facilities and grounds are available for use free of charge by agencies, organizations, or community groups. Meeting rooms are available at all York County Libraries. The following policies apply to use of the rooms by the general public.

1. Library needs take precedence over all other uses of the meeting rooms. Reservations by the general public may be cancelled at any time to meet library needs.
2. The Library reserves the right to refuse or cancel use that is deemed to be counter-productive to library goals and objectives, or has the potential to disrupt other library use, functions, and services. If there are any questions about the nature of the organization requesting use of meeting space, the request may be handled by the Library Director with a final appeal to the Library Board of Trustees.
3. All meeting rooms must be reserved in advance on a first-come, first-served basis, but cannot be reserved more than 4 weeks in advance of the event date. This limitation exists to provide the maximum number of users. Allowing users to have "standing" reservations (i.e., monthly, bi-monthly, etc.), limits the number and variety of users who can access the room.
4. Meeting facilities are available for use only during regular library hours with the exception of library-sponsored events. Rooms must be straightened and vacated by 15 minutes prior to closing of the Library. Allow set-up and take-down time when indicating the block of time requested.
5. The Library retains the right to selectively choose which events to sponsor. Library-sponsored events must prominently feature the name of the York County Library in all publicity, including but not limited to: press releases, posters, flyers, handouts, and give-aways.
6. All uses must be free and open to the general public. "Free" means that no admittance may be charged or donation requested for entry to the event. "Open to the general public" means that no-one can be denied admittance to the meeting. For this reason, it is not recommended that meetings involving confidential discussions take place in the Library. Library staff may attend all or parts of any meeting in the Library meeting room.

Private parties are not allowable, and include but are not limited to: birthday parties, weddings, wedding showers, wedding receptions, baby showers, engagement parties, bar mitzvahs, bat mitzvahs, sales parties (lingerie, cosmetics, jewelry, cookware, etc.). Private parties are defined as events for which limited invitations are sent out and which the general public cannot attend.

7. Reservation process:

An application form can be printed from the York County website or obtained at any of the York County Libraries (see attached form).

Applicants for use of the room must be organizations. Individuals may not use the room.

An adult (18 years old or older) contact person with a York County Library card in good standing must reserve the room. Out-of-county residents must purchase a library card (see circulation policies) to reserve a meeting room.

The name of the organization using the room must be stated and clear.

The purpose for the use of the room must be stated and clear.

A refundable \$25.00 fee must be paid at the time the application is submitted. If there are no damages to the room or its contents and the room is left clean and in proper order, this fee will be refunded. The deposit will only be returned to the contact person submitting the application for use of the room upon presentation of their library card and/or picture identification.

Confirmation of the reservation may be made by any York County Library staff member.

8. Conditions of use:

The meeting room must be left in the condition found at the time the organization begins set-up. The Library does not provide staff for set-up or take-down, or for additional custodial services beyond those provided on a regular basis. Nor does the Library allow its phone numbers to be given as contact numbers for the events being held.

The contact person applying for approval to use the meeting room must be present at all times during the use.

Adequate adult supervision must be provided by the organization for youth programs. Youth cannot leave the meeting and be unattended in the library without supervision by members of the organization.

If refreshments are served, the organization is responsible for making sure the room is clean and trash is removed at the conclusion of the meeting. Use of alcoholic beverages is not permitted.

Tables and chairs are available for use during meetings. Room set-up and take-down is the responsibility of the organization using the space.

Appliances (refrigerators, microwaves, coffee urns, etc.), utensils, tableware, and other supplies are not provided by the Library.

Audiovisual and computer equipment and supplies are not provided by the Library, nor is assistance in using audiovisual or computer equipment.

Animals are not allowed in the Library or meeting rooms, with the exception of medical assist or service animals.

Failure to return the room to its original condition will result in automatic forfeit of the \$25.00 deposit to cover staff and custodial services resulting from the use of the room.

Damages to the room and/or its contents will result in repair or replacement charges to the individual contact person who submitted the application for use of the room. These charges will be placed on the individual's library account and circulation and Internet privileges will be blocked until the damages are paid in full. The Library reserves the right to block future use of the room to any group or individual damaging the room or its contents.

9. The Library is not liable and will be "held harmless" for any damages to property or persons during use of the meeting rooms.

10. Contact the individual library to reserve a meeting space:

York County Library, Rock Hill 803-981-5860

Clover Branch 803-222-3474

Fort Mill Branch 803-547-4114

Lake Wylie Branch 803-831-7774

York Public Branch 803-684-3751