Meeting Room Policy

Approved by the York County Library Board of Trustees on Sept. 18, 2007
Last revised by the Library Board of Trustees on April 09, 2026

Library Locations & Room Capacities

- **Clover Public Library**
  107 Knox Street, Clover 29710 | (803) 222-3474
  Capacity: 33 seated

- **Fort Mill Public Library**
  1818 2nd Baxter Crossing, Fort Mill 29708 | (803) 547-4114
  Capacity: 57 seated

- **Lake Wylie Public Library**
  185 Blucher Circle, Lake Wylie 29710 | (803) 831-7774
  Capacity: 50 seated

- **York County Main Library**
  138 East Black Street, Rock Hill 29730 | (803) 981-5860
  Capacity: 60 seated

- **York Public Library**
  21 East Liberty Street, York 29745 | (803) 684-3751
  Capacity: 55 seated

Meeting Room Guidelines

- Rooms are reserved on a first-come, first-served basis.

- All meetings are open to the public.
- A library card is not required for reserving a room.
- Rooms are available to all individuals or groups.
- Use of a room does not signify endorsement by either the library or library staff.

Who May Reserve a Room

- Non-profit organizations (Staff may require proof of 501(c)(3) status).
- For-profit entities, provided the intended use aligns with the library's mission and Collection Development Policy.
- Government agencies.

Rooms May NOT Be Used For

- Sales or solicitation of donations.
    - Exceptions may be approved by the Director for authors, artists, performers, or similar creators to sell their books, artwork, or related materials.
- Activities that would disrupt library operations.
- Activities that would duplicate existing library programs.
- Social gatherings or activities (birthdays, weddings, etc.)
- Political meetings.

Fees

- Non-profit or community groups: No charge.
- For-profit entities: $75 for 3 hours; $10 per additional hour.
- Fees are due one week before the event. Payment may be made by check or credit card. Online payment is not available.

Reservations

- York County residents 18 years of age or older may reserve a room.
- Priority is given to official library programs, meetings of the York County Library Board of Trustees, or events of the Friends of York County Library.

- Reservations may be made at www.yclibrary.org (go to Events, Events Calendar, Reserve a Room).
- Only one meeting may be reserved per month per branch; exceptions may be allowed by the Library Director.
- Rooms may be reserved up to one month in advance.
- Cancellations must be made at least 24 hours in advance of a scheduled meeting.

Meeting Promotion

- Use of the York County Library name or logo in advertising or promotional materials is prohibited, except for directional information (e.g., address of the library branch).
- Signage for events is prohibited on library grounds without approval.

Room Use Rules

- Groups that fail to follow library rules may be permanently banned from reserving a room, depending on the discretion of the library director.
- Light refreshments may be allowed. Alcohol is not permitted.
- Meetings must occur during regular library hours of operation, and rooms must be vacated 30 minutes prior to the regular closing time. The Director may grant exceptions to this rule.
- Library furniture should be returned to its original position.
- The library does not provide AV equipment.
- The library reserves the right to seek compensation for any damage.
- Children under age 8 must be accompanied by a responsible adult.