



# Use of Library Meeting Rooms

Last modified JANUARY 18 2023

Meeting rooms at the Rowan County Public Library (“the Library”) are available for use during the Library’s normal hours of operation. Use of a room for Library purposes will take precedence over requests.

Reservations may be canceled by the Library due to natural disasters, civil defense situations, facility abuse, emergency business meetings, or for any other reason the Board of Trustees deems necessary, at their sole discretion.

- The Library will not be responsible for any accidents or injuries sustained by any individual, group, or organization (which term should be understood to include businesses) while in a meeting room or any other area of the Library, including, but not limited to, all common areas associated with the Library.
- In consideration of the terms of this policy and for permission to use the Library’s meeting rooms, all individuals, groups, or organizations using a meeting room or any other area of the library, including, but not limited to, all common areas, agree to waive any rights or claims for any injury or damages that may occur while on Library premises and/or in Library facilities.
- In the event of an accident resulting in injury to an individual, group, or organization during use of library premises, including, but not limited to, all common areas of the library, said injured individual, group, or organization waives any and all rights they may have in regard to seeking any recovery from the Library and/or its officers, agents, or employees.
- Reservation of a meeting room by any individual, group, or organization does not equal endorsement of an individual, group, or organization or the beliefs or policies thereof by the Library or by its officers, agents, or employees.

The following conditions and procedures apply for use of library meeting rooms:

- Room use is scheduled on a first-come, first-served basis.
- Room reservations may be made by interested persons in person (at the front circulation desk), by phone at (606) 784-7137, or at <https://rowancountylibrary.org/meeting-rooms> on the library website.



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- There must be one (1) person who serves as point of contact for each group or organizational reservation. This person must be an adult (at least 18 years of age) who schedules the reservation and assumes responsibility for the use of the meeting room and is solely responsible for damage to equipment or facilities.
- Reservations may not be scheduled more frequently than twice per month by any single non-library organization unless the relevant meeting room is unreserved, unoccupied, and available. Recurrent reservations may be scheduled in advance for up to three (3) months.
- Any unlawful activity, use of tobacco products, and/or possession or consumption of alcoholic beverages is prohibited.
- Non-service animals are not permitted in the room.
- Nothing is to be affixed to or removed from the walls, ceiling, cabinets, or other fixtures of the room, and no furniture is to be placed against any wooden cabinetry within the room.
- Equipment available in the Community Room includes, but might not be limited to: A podium, whiteboards, high-definition digital projectors, retractable ceiling-mounted projector screens, clocks, and an American flag. The adjacent warming kitchen includes a microwave, stovetop range, oven, refrigerator, freezer, and coffee maker.

Equipment in the Conference Room includes, but might not be limited to: Whiteboards, high-definition digital projectors, retractable ceiling-mounted projector screens, clocks, and a mini refrigerator.

If a laptop, television, DVD player, connector cable, or any other equipment is needed for the purposes of a reservation, it should be requested during the booking process.

- Cleaning supplies are available upon request from the Library's front circulation desk or custodial staff.
- Rooms are not available for use, setup, or cleanup before Library opening or after Library closing.
- The included agreement for use must be signed when the reservee(s) arrive to use the relevant meeting room, and the room checklist provided for that meeting room must be



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completed before the reservee(s) leave Library premises and/or facilities. Reservees must notify RCPL staff when they have finished using a room and leave the completed room checklist with a front circulation desk staff member.

- Reservees are asked to contact the Library if they cancel their reservation. If there are two (2) no-shows in a six (6)-month period for the same individual, group, or organization, that reservee will not be permitted to schedule further reservations for Library meeting rooms for a period of one (1) month to encourage respect for others in need of this service.



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**I have read and agree to the above conditions and procedures for use of the Rowan County Public Library's meeting rooms. I will leave the completed room checklist with a front circulation desk staff member at the conclusion of my reservation, before exiting the library.**

Signature:

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Date:

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Name of Reserving Individual or Entity:

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Name of Authorized Representative:

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Date of Reservation:

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Start & End Times of Reservation:

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Reservation Purpose:

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Expected Attendance:

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Your Address:

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Your Telephone:

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Your Email Address:

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