

Cobb County Public Library System
Multipurpose Room Fee Policy

Approved February 28, 2011, May 23, 2011 and April 28, 2014

Reviewed May 23, 2016

The Switzer, Mountain View Regional, South Cobb Regional, West Cobb Regional, and East Cobb libraries' meeting rooms are available during posted library hours. The fee of \$100.00 is applied to any meeting going one hour or any portion of the hour beyond the library's normal closing hour for that day. The fee must be paid at the time of reservation. An additional fee of \$100.00 will be charged for any portion of the hour a meeting goes beyond the pre-arranged one-hour after closing extension.

A full refund will be given, if the reservation is canceled one week (7 business days) before the day of meeting or if cancelled by the library. If the Library is unable to permit the use of the room as reserved for operational or other reasons, every effort will be made to provide alternate reservations acceptable to the group. If the alternate is not acceptable, a full refund will be given.

Meetings and events that are sponsored by the library or organizations that support the mission and goals of the library or are sponsored by the County, Federal or State agencies are exempt from meeting room fees.

All groups must adhere to the policies of the library.

Guidelines for After Hour Meetings:

- Meeting room must be left in the condition in which it was found. It is the responsibility of the group to clean, and take down and store any tables and/or chairs used.
- The group must vacate the meeting room by the pre-arranged one-hour after closing extension or be charged an additional fee.
- The group will be notified 15 minutes prior to the pre-arranged closing time.
- The group is responsible for the behavior of those in attendance.

Talking Points

In addition to being mandated by the County, we see this policy as a positive step that will reflect positively on the Library System, since it shows that we are doing our best, within reason, to accommodate the needs of our local communities.

Only these locations will be considered as sites for after-hours meeting rooms: Switzer, the Regional libraries and East Cobb.

No after-hours meetings will be held on Friday, Saturday, or Sundays. After-hours are only for Monday – Thursday meetings.

Meeting Rooms are not available on holidays when the Library is closed.

After-Hours Meeting Room Procedures

1. Two full-time staff members remain until the meeting ends. Person 1 should be the Person-In-Charge of the library that evening. Person 2 will be assigned by the Branch Manager, preferably on a rotating basis. No one will be allowed to be scheduled for overtime. Schedules will be able to be adjusted for the additional time since the meeting room is booked in prior to the creation of the staff schedule. No part-time staff can be used in the after-hours schedule.
2. Managers must contact Facilities (cc Joe Mazih and Tom Shaver) in regards to requesting the extra time for heating/cooling at least two days before the scheduled meeting. Facilities team is responsible for contacting Property Management.
3. Person-in-charge from during extended meeting room hours should call the Property Management After-Hours numbers if there are any problems with the building after hours.
4. After-hours staff members should make sure the main library is properly secured. Staff should be stationed to ensure no one else enters the building. Lock the front entry doors at closing. Meeting room users can still exit from the meeting room exit doors.
5. A closing announcement will be made 15 minutes before the pre-arranged closing time.
6. Groups can not decide that they want to remain in meeting room, to extend their meeting the day of the meeting.
7. Groups can not reserve the room for only one hour beginning at the regularly scheduled closing time. The after-hours time is to provide extra time for meetings already in session by approved groups that have prior permission to meet after-hours.
8. All other patrons must vacate the building at closing. Only those attending the meeting can stay after the regularly scheduled closing time.
9. The request for meeting room process has not changed. Follow the existing meeting room policy and procedures. When the meeting room application is submitted, the \$100 payment for the extra hour should be made at that time. Make sure you give the applicant a written receipt for the payment. Refunds must go through the refund process via the Refund form.