



# Meeting Room Policy

(Combines Meeting Room Policy 2018 and Meeting Room Fee Policy 2016)

<b>Owner</b>	Cobb County Public Library
<b>Reviewer(s)</b>	CCPL Administrative Staff
<b>Approver(s)</b>	Cobb County Public Library Board of Trustees
<b>Related Policies</b>	
<b>Related Standards</b>	N/A
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Cobb County Public Library makes meeting rooms available as an extension of library services for the purpose of meeting the informational, educational, recreational and cultural needs of the community.

The Library welcomes the use of its meeting rooms for public gatherings by groups who agree to observe library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age or disability.

CCPL provides meeting room space for library sponsored or co-sponsored programs. Meeting room space also is provided as a community service to non-profit organizations and government or public education agencies. Priority for use will be given to library and county government programs and those co-sponsored by the Library.

Permission to use meeting rooms does not constitute an endorsement of an individual's or group's policies or viewpoints. Approval does not constitute a "co-sponsoring" relationship and should not be represented to the public as such.

All programs and meetings must be free, with the exception of fundraising programs which generate financial support exclusively for CCPLS.

The Library reserves the right to place additional limitations on meeting rooms use due to varying demands at specific locations.

## **Eligible Organizations:**

Eligible community groups will be approved for use on a first-come, first-served and space available basis.

Proof of non-profit status may be required with documentation showing IRS tax exempt designation.

Space may be reserved for events such as workshops, conferences, institutes, book discussions, training, touring exhibits, and programs that align with the library's mission and goals.

Examples of organizations and permitted uses are as follows:

1. Cobb Library Foundation
1. Schools, universities and other education-based agencies
2. Civic organizations - community-based club, association, fraternal society, or volunteer group operating exclusively for educational or charitable purposes and whose net earnings are devoted [exclusively to](#) charitable, educational, recreational or social welfare purposes.

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3. Cultural institutions
4. Recreational
5. Governmental - groups sponsored by city, county, state, or federal agencies

## **Reservations and Approvals:**

1. An official of the requesting organization must complete an online reservation request. A reservation is not confirmed until approved by the Regional Manager and payment is received.
2. Meeting rooms may be booked up to three months in advance of current date.
3. Meeting rooms are not available on holidays when the library is closed.
4. Reservation requests must be submitted at least one week prior to the meeting date and the meeting room fee must be paid prior to the day of the meeting. There is no "same day" approval.
5. A room fee of \$25.00 is charged for each instance the meeting room is booked. The fee is non-refundable, unless the library is closed due to inclement weather.
6. Notice of cancellation should be made to the library no less than 24 hours prior to the scheduled meeting.
7. If a group fails to show for two consecutive meetings and does not notify the library of the cancellation, future reservations will be forfeited.
8. The Board of Trustees of the Cobb County Public Library System reserves the right to review any or all applications and may demand sufficient time to make proper investigations before action is taken on a request and may reject an application.
9. Groups may not transfer or assign their reservation to other groups.

## **Library's Right to Cancel or Deny Use:**

The Library reserves the right to cancel or deny use of meeting rooms to an eligible group due to the following:

1. Library sponsored and county sponsored programs take precedence over room use by outside organizations.
2. An organization is found to be in violation of this policy.
3. Meeting spaces are not available for the benefit or self-promotion of individuals, political candidates, or commercial products or services. No sales or soliciting is permitted.
4. Meeting spaces are not available to organizations, including political parties or candidates, for fund-raising purposes except those benefitting the library.
5. Meeting spaces are not available for rallies or campaigns of political candidates. However, political forums or political study groups are permitted, so long as they are open to the public.
6. Meeting spaces are not available for social activities (e.g., weddings, birthday parties, showers).

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## Responsibilities of Organizations:

1. Failure to appear 30 minutes after scheduled times may result in forfeit of reservation. Notice of cancellation should be made no less than 24 hours prior to the scheduled meeting.
2. Groups reserving meeting space may not charge an admission fee, and collections or donations are prohibited. Groups may collect membership dues or charge for materials used in the program.
3. Any use of the room which disturbs library customers or operations is prohibited.
4. Smoking and open flames are not permitted in any library facility.
5. Alcoholic beverages cannot be served.
6. The room must be left in the condition in which it was found.
7. Light food, not requiring extensive preparation, may be served in those libraries with kitchens connected to multipurpose rooms. All refuse must be left in waste containers or taken by the sponsoring group. All tables and chairs must be cleaned.
8. Materials may not be taped or tacked to wall surfaces.
9. All groups must comply with fire and access codes that regulate the library.
10. All groups assume full responsibility for the group's behavior and any damages to the facility or equipment which may occur while using the facility.
11. A representative from any group reserving a meeting room will complete and sign, with a library staff member present, a checklist verifying the room has been restored to the condition in which it was found.

## Equipment:

Use of library equipment must be requested when reserving a meeting room. Library staff is not available to work the equipment. Library staff is not available for furniture/equipment setup and operation of the equipment.

1. The following library equipment is provided at no charge at select facilities (call in advance):
  - Tables
  - Chairs
  - Podium/microphone, if available
  - TV/DVD player, where available
  - LCD projector, where available
  - Wireless is available in all meeting rooms.

The following equipment and supplies **are not** provided:

- Flip charts and markers
- Dry erase boards and markers
- Extension cords

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- Copy services
  - Ice machines
2. The library will assess fees if library equipment or property is damaged or if special cleaning is necessary after the meeting.
  3. The library is not responsible for the loss of and/or damage to equipment owned by the group.
  4. The library cannot store equipment or supplies belonging to a group.

## **After Hours Meeting Room Use:**

1. Meeting Rooms in the Switzer, Mountain View Regional, North Cobb Regional, South Cobb Regional, West Cobb Regional, East Cobb, and Sewell Mill libraries are available after hours Monday through Thursday only. After hours use of meeting rooms is not available on Friday, Saturday or Sunday.
2. A 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.
3. The fee must be paid at the time of reservation.
4. Requests to stay after hours will not be accepted on the day of the meeting.
5. Groups are limited to one occurrence of after-hours use per month.
6. Meetings must begin at least one hour before closing time. Groups cannot reserve the room for only the one hour after closing.
7. The group must vacate the meeting room by the pre-arranged one-hour after closing extension or an additional fee of \$100 will be charged.
8. Groups will be notified 15 minutes prior to the pre-arranged closing time.
9. A full refund will be given if the reservation is cancelled one week (7 business days) before the day of the meeting/event. 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.
10. Groups must adhere to all provisions of the Meeting Room Policy as well as all other library policies.