

Hoke County Public Library
Policy Statement for Use of the Meeting Room

The multi-purpose meeting room, or Conference Room, in the Hoke County Public Library will be made available for group meetings subject to the following regulations or any additional regulations that may be found necessary in the future.

Hoke County Public Library's History Room may be booked only with permission from the Director. No refreshments may be served in the History Room, and individuals may not have food or drinks in the room. The History Room may not be used before or after regular library hours, or for groups of more than 10 people.

1. Requests for use of library facilities will be made in writing at least 48 hours (2 business days) prior to the projected meeting. Requests shall include date and time of projected use, number of people expected, a general statement of the purpose of the meeting, the name of the sponsoring person or group, contact information for that contact person and a list of any special equipment desired - see the attached Reservation Request Form. All requests shall be subject to approval by the Hoke County Public Library Board of Trustees or the library Director. Granting use of library meeting facilities does not imply approval by Hoke County Public Library of the group, the meeting, or the ideas presented at the meeting.
2. No permanent or continuing reservations will be allowed. A group may book the room up to three meetings in advance. The library Director may make exceptions in the case of a short series of meetings or classes those otherwise meet library criteria. No group may schedule meetings in a manner to preclude fair use of the meeting room by other groups. Library programming, elections and electoral use take priority over other use.
3. Meetings to be denied shall include those for commercial purposes (such as the sale of merchandise, the solicitation of later sales, or for order placement), religious services, partisan political events and private social functions (weddings, wedding receptions, baby showers, bridal showers, anniversary parties, birthday parties, etc.) Interdenominational committees or groups may meet to conduct business when no religious services are involved. Non-partisan political events, such as Meet the Candidates, will be allowed so long as they are open to all candidates from all parties; political parties are limited to annual or biennial precinct meetings and county and district conventions, as required in North Carolina General Statutes. Labor organization meetings will be interpreted to be commercial meetings. Trade or professional associations will be interpreted as educational groups. Staff or employee groups of commercial firms meeting for job training will be interpreted as educational groups provided that management is not using the meeting as a sales or product promotion. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the meeting room provided the meetings are open freely to the public. No regularly scheduled daytime classes will be permitted. If, in the opinion of the Hoke County Library Director or Board of Trustees, the purpose of a meeting is inconsistent with the reasons for which a public library exists, use of library facilities may be denied. Persons or groups denied use of library facilities may appeal to the Board of Trustees.
4. There is no charge for use of the meeting rooms. No admission may be charged by groups using meeting rooms, except for those sponsored by the library or by a pre-approved non-profit education group or institution for short-term classes, institutes, discussion groups and forums.
5. Upon receipt of a completed & signed Reservation Request Form, Library staff will make room assignments on the Meeting Room calendar at the Circulation Desk. For meetings beginning before or after regular library hours, a representative of the group will be responsible for signing out a set of keys before closing on the meeting date, or on the last business day before the meeting date. The person who

signs the Reservation Request Form will be responsible for all contents of the Hoke County Public Library lobby and meeting room, and for leaving the facilities in good condition after use. The key must be returned to the library on the next business day after the meeting.

6. Serving of refreshments shall be permitted, in the conference room only, by arrangement at the time of scheduling. Alcoholic beverages are not permitted at any time. Smoking in all areas of the building is prohibited.
7. Meeting participants are discouraged from routing telephone calls to the library during their meetings, except in the case of an emergency. As a matter of courtesy to meeting leaders, library staff will not disrupt meetings to deliver non-emergency telephone messages.
8. Meeting attendees may not park in the Donaldson Street staff parking lot.
9. The library is not responsible for exhibits, equipment, supplies, materials or other items owned by groups using the meeting room. No groups using the meeting room may store materials in the meeting room or the library. The library cannot provide staff to assist in handling materials, furniture or exhibits for groups using the meeting room.
10. Any group using the meeting room shall be responsible for any necessary advance preparations and for leaving the facilities clean and in order. The amount of time needed for set up and cleaning should be included in the reservation. Lights and heat or air conditioning must be adjusted, doors locked, and the building otherwise secured upon completion of the meeting. Garbage is to be removed from the building and placed inside the dumpsters at the Donaldson Street staff entrance. The Raeford City Sanitation Department will only pick up dumpster contents - garbage left beside or on top of the dumpsters will be regarded as litter.
11. Any library-owned audio-visual equipment shall be made available only when a qualified operator is available. This equipment shall be loaned free of charge.
12. The group leader or designated representative will be responsible for the proper conduct of those attending the meeting, and with the sponsoring group, will be responsible for any damages to the library building, grounds, furnishings, equipment, or other property caused by their members or attendees. The group leader is also responsible for assuring that library doors are locked and latched and the building cleared following the meeting, and may be contacted by the Raeford Police Department or the Library Director if the building is found unsecured after library hours.

A copy of this policy statement shall be available at the library circulation desk, posted in the library meeting room, and included with each Reservation Request Form. Signing & submitting that form, and/or use of the meeting room implies agreement to the observance of this policy. Any person or group who fails to abide by this policy will be denied further use of the meeting room.

Hoke County Public Library
Conference Room Policies and Reservation Request Form
 334 North Main Street
 Raeford NC 28376
 910-875-2502 / Fax—910-875-2207

Please read the attached Meeting Room Policy Statement before signing and turning in this form.
A copy of this form must be filled out each time the Library Conference Room is reserved. No reservation may be considered confirmed until this form is completely filled out, signed, and returned to the Library for approval & has been entered on the Meeting Room calendar by Library staff. Reservations requests may be submitted by fax, but cannot be made over the telephone.

PLEASE PRINT:

Date(s) of Reservation _____

Time of Reservation From: _____ To: _____
 (include needed set-up & clean-up time)

Name of Group _____

Purpose of Meeting or Description of Activity _____

Special Needs/Equipment _____ Expected Attendance _____

Refreshments (Conference Room Only) Yes _____ No _____

Name & Position in Group _____

Mailing Address _____

Telephone Number(s)---Home: _____ Work: _____
 Cell: _____ Fax: _____

E-Mail Address _____

I have read and understood the attached Meeting Room Policy Statement. The meeting(s) requested above fall(s) within the stated guidelines, and I agree to follow all policies and rules.

Signed _____ Date _____

LIBRARY USE ONLY		CR	HR
Approved _____ (Date & Initials)	Notified _____ (Date & Initials)	Actual Attendance _____	