



# Wake County Public Library Meeting Room Policy

## Policy Statement

Events held in the meeting rooms of Wake County Public Libraries are intended to further the Library's mission for all of the County's diverse citizens regardless of race, religion, age or national origin by providing an inclusive and hospitable environment for all library patrons which encourages reflection, study and self-education. To this end, we provide limited free use of our meeting room for cultural, civic and informal educational purposes.

The meeting rooms located in the libraries of Wake County Public Libraries are primarily for programs sponsored by the Library, Library Commission, Friends of the Library, and other Library and County-related organizations.

**Reservations will not be accepted for a series of meetings that designate the library as a regular meeting place and reservations may not be made more than 1 month in advance.** Library sponsored programs have a priority use of the rooms and groups will be notified if the Library needs use of the rooms. When Library sponsored activities are not occupying the rooms, other groups may use the rooms for lawful, non-commercial, non-partisan and non-sectarian purposes. Groups using the library's meeting rooms may not charge admission or make any monetary collections. Partisan political meetings and religious instruction, services or ceremonies are not permitted. All meetings must be open to the public. Public meeting room use does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

Groups qualifying for meeting room space are listed below and in order of priority:

- a. Wake County Public Libraries
- b. Wake County Government
- c. Other government entities
- d. Non-profit and not-for-profit organizations

**Commercial enterprises do not meet qualifications for meeting room use**

## User Responsibilities

- An authorized adult representative of the group reserving the meeting room must remain on the premises for the duration of the period for which it is reserved.
- Groups should designate a representative to direct attendees/participants to the meeting space.
- When booking the space, groups should allow sufficient time before the library closes for set-up, break-down, and clean-up.
- Each group is responsible for setting up the room according to its own needs. Library facilities and meeting room users agree to restore the area to its original condition. It is expected that the chairs and tables in the meeting room will be returned to the same arrangement in which they were found.
- Each group is responsible for providing his/her own presentation equipment (i.e., laptop, LCD Projector, Overhead projector, T.V., extension cords, etc.)
- Any user of the meeting room showing a film/video/DVD in the library must adhere to the copyright law. Films/videos/DVDs must have public performance rights in order to be viewed in the Library meeting room.
- Groups using the meeting room must assume all responsibility for any damage to the Library facilities.

## Prohibited Activities

- Drugs, alcohol, and the use of tobacco products
- Disruptive behavior
- Activities that impede the functions of the Library
- The use of any equipment that interferes with Library operations or which creates any losses or liabilities for the Library
- Commercial demonstration and or sales or promotion of products or services
- Private social parties or personal celebrations

## Liability

The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot. Signing of the application by an individual or any representative of the group and/or organization releases the library of any responsibility for damage or loss suffered during the period of agreement. Groups, individuals and/or organizations shall indemnify, defend and hold harmless Wake County, Wake County Library System and its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the group, individual and/or organization resulting in or relating to personal injuries or property damage arising from the organization/group's use of the library meeting room.

## **Publicity**

Each group is responsible for its own publicity. Any printed publicity needs to include the statement: "This program is not sponsored by the Wake County Public Libraries." Participants may not call or mail the library to register. You may place a directional sign on a display stand provided by the library just prior to the meeting. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed.

The Library Manager or Departmental Managers have the right to reject any group and/or individual at any time for any present or past guideline violations.

If you have any concerns, questions, or request for exceptions, please direct them to:

Policy Effective Date: February 11, 2009

Policy Revision Date: February, 11, 2010

Approval By: Ann Burlingame, Assistant Library Director

## **Meeting Room Descriptions Cameron Village Regional Library**

Cameron Village Regional Library offers several options for using and reserving library space for community and educational purposes. Please note equipment available.

### **1. Conference Room (Room 120 – First Floor)**

Reservations are required – Please contact library

**Availability:** Monday-Thursday – 9:30 am to 8:30 pm, Friday – 10:30 am – 5:30 pm,  
Saturday – 10:30 am – 4:30 pm, Sunday – 1:30 pm-4:30 pm

**Size** – Accommodates 8 people (8 chairs around table)

**Equipment (power strips and extension cords not provided)** Conference Table and Chairs, portable whiteboard may be available. Please ask.

### **2. Meeting Rooms (2) (Rooms 202 & 202A – Second Floor)**

Reservations are required – Please contact library

Each side:

**Availability:** Monday-Thursday – 9:30 am to 8:30 pm, Friday – 10:30 am – 5:30 pm,  
Saturday – 10:30 am– 4:30 pm, Sunday – 1:30 pm -4:30 pm

**Size** – Accommodates 35 people classroom style and 40 people theater style

**Equipment (power strips and extension cords not provided) –**

tables, chairs

40 chairs theater style

Dry marker board/Whiteboard

Internet Connection

Lectern may be available upon request

Microphone system (stationary and lavalier)

### **Combined Meeting Room (202 & 202A)**

Reservations are required – Please contact library

For groups of 50 to 80 people both rooms may be reserved if available.

**Size** – Accommodates 60 people classroom style and up to 80 people theater style\*

**Equipment (power strips and extension cords not provided)**

tables, chairs

Dry marker board/Whiteboard (permanent board in 202, ask for portable board for 202A)

Wireless Internet Connection

Lecterns may be available upon request

Microphone system (stationary and lavalier)

\*Additional chairs may be available to move to this area. Groups booking the room will be responsible for set-up, including moving the chairs. (See user responsibilities.)

### **3. Small Group Study Rooms (3) (Rooms 116 – First Floor, 212 & 213 – Second Floor)**

Reservations not taken – See library staff for assistance

**Availability:** Monday-Thursday – 9:00 am to 9:00 pm, Friday – 10:00 am – 6:00 pm,  
Saturday – 10:00 am – 5:00 pm, Sunday – 1:00 pm -5:00 pm

Use of the room is limited to 2 hours per day

**Size-** Accommodates 2-4 people, a minimum of 2 required at all times

**Equipment** – Table and 4 chairs

Wake County Public Libraries  
Cameron Village Regional Library  
REQUEST FOR ROOM USE



Public  
Libraries

Please fill out **COMPLETELY**. Return in person, email or fax.

Date of application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of group \_\_\_\_\_

Name of authorized representative (print) \_\_\_\_\_

Contact: Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed date of meeting \_\_\_\_\_ Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Describe the activities you will be conducting in the room \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_

Select a Meeting Room (See *Room Descriptions* attached) \_\_\_\_\_

If that room is not available, we will make every effort to find another room in the building.

Equipment (See *Room Descriptions* attached)

Please indicate **total** # of chairs needed \_\_\_\_\_ # tables \_\_\_\_\_ Lectern: \_\_\_\_\_

**Please allow at least 5 working days to process requests. You will receive a confirmation by email or telephone. Rooms cannot be reserved more than 30 days prior to date requested.**

**Please read and sign below:**

- I have read and agreed to adhere to the WCPL Meeting Room Guidelines. I understand that permission will be denied for activities that may be inconsistent with the mission and purpose of the Library and that permission may be revoked if the Library requires the use of the room for Library purposes.
- I understand that the Library is not responsible for loss or damage to property of those attending the meeting.
- I agree to call the library prior to the meeting if the room is no longer needed. I understand that failure to cancel may result in denial of future room use requests.
- I agree to check in with staff member prior to and after room use.

Signature of representative (same as above): \_\_\_\_\_

Cameron Village Regional Library  
TEL (919) 856-6710 FAX (919) 856-6722  
sue.scott@wakegov.com OR susan.neilson@wakegov.com

For staff:

Initials:

Contact date:

Meeting Room assigned:



CAMERON COFFEE CORNER  
 ORDER FORM AND PRICE LIST  
 DRINKS, SNACKS AND COFFEE FOR MEETINGS  
 919-661-1505

			PRICE	QUANTITY	COST
<b>COFFEE</b>	DRIP	2L AIRPOT	\$10.00		
<b>COFFEE</b>	DECAF	1L AIRPOT	\$5.00		
<b>ASSORTMENT OF TEA</b>		10 TEA sachet choice of Tazo	\$7.00		
<b>ICED TEA</b>		1/2 Gallon	\$3.00		
<b>BOTTLE WATER</b>		16 OZ	\$0.80		
<b>SOFT DRINKS</b>		SPRITE	\$0.80		
		GINGER ALE			
		PEPSI			
		DIET PEPSI			
		COKE			
		DIET COKE			
<b>ASSORT. OF PASTRIES</b>					
MUFFINS		MUFFINS	\$0.95		
<b>ASSORT. OF SNACKS</b>		Sunchips	\$0.80		
		Lance crackers	\$0.65		
		Nutra Grain	\$0.65		
		cookies	\$0.80		
		chocolate			
		oatmeal			
		peanut butter			
				subtotal	
				tax(7.75%)	
				grand total	

\*\*CUPS AND CONDIMENTS WILL BE PROVIDED.

**PLACE ORDER BY PHONE (919-661-1505) OR MAIL 3 DAYS BEFORE MEETING DATE.**

**SEND ORDER FORM AND MAKE CHECK PAYABLE TO:**

**CAMERON COFFEE CORNER  
 C/O CAMERON VILLAGE LIBRARY  
 1930 CLARK AVE. RALEIGH NC  
 27605**

MEETING ROOM #:  
 MEETING DATE:  
 NAME:  
 ADDRESS:  
 PHONE: