



Public  
Libraries

# 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 and non-partisan activities. (See footnote) In addition, the rooms may not be used for 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: March 11, 2009

Policy Revision Date: March 11, 2010

Approval By: Ann Burlingame, Assistant Library Director

\*North Carolina General Statute 163-99 requires that our meeting rooms be made available for political parties' (as defined by NCGS 163-96) annual or biennial precinct meetings and county and district conventions. Except as mandated by law, political meetings are not allowed.



Public Libraries

# Eva Perry Regional Library Meeting Room Application

2100 Shepherd's Vineyard Dr. 27502 ▪ 919-387-2100 ▪ fax 919-387-4320

### Request for Room Use

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Proposed day & date of meeting \_\_\_\_\_ Alternate dates \_\_\_\_\_

Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

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

Please describe the activities you will be conducting in the room \_\_\_\_\_

Estimated number of attendees: \_\_\_\_ (maximum occupancy of meeting room is 25)

Will you be bringing in any audio/visual equipment? If so, what? \_\_\_\_\_

- I have read and agreed to adhere to the WCPL Meeting Room Guidelines. I understand 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.
- No food or beverages other than water is allowed.

Signature of authorized applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*For applications we receive by 8 p.m. weekdays, you will be notified by noon the next weekday.\*\*

\*\*For applications we receive on weekends, you will be notified by noon on Tuesday.\*\*

**For staff use only**  
 Staff initials \_\_\_\_\_ Date/Time Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_; \_\_\_\_:\_\_\_\_ am/pm; Group contacted: \_\_\_\_\_

**Record requested dates & times to calendar**  
**File alphabetically by Group/Individual Name**