



Public Libraries

Wake County Public Library Meeting Room Guidelines

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 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., 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 need 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 providing 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



**Public
Libraries**

North Regional Library Meeting Room Application

7009 Harps Mill Rd, Raleigh NC 27615 ▪ 919-870-4000 ▪ fax 919-870-4007

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: ____ (18 chairs, 8 tables are in the meeting room)

Will you be providing food or beverages? If so, please describe: _____

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 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 authorized applicant: _____

Print Name: _____

Phone: _____ Email: _____

For staff use only
 Staff initials _____ Date/Year Rec'd ____/____/____

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