

The Meeting Room @ Rabun County Public Library

The Rabun County Public Library provides meeting space as a service to meet the needs of the citizens of counties served by the Northeast Georgia Regional Library System (Rabun, Habersham, White, and Stephens Counties). The Meeting Room is primarily intended for library programming as well as nonprofit groups for noncommercial, informational, educational, and intellectual purposes, county and civic events, and programs of interest to the general public. The Meeting Room may also be reserved for private functions and private social events at the discretion of the library manager. A private social function is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body. Commercial groups may use the Meeting Room for educational and training purposes.

Room availability is contingent on there being no conflict with library programs or meetings, which have priority at all times. Currently, the meeting room is available to accept reservations on Thursdays, Fridays, and Saturdays when the library is open to the public.

Any group whose activities promote or incite lawless or obscene action will be denied use of the library's facilities.

➤ Reserving the MEETING ROOM

The person authorized by the group to assume responsibility on its behalf and sign the contract for the room must be a resident of the library service area.

Only adults may reserve the Meeting Room. Adult supervision and responsibility is required for events designed primarily for children. Use of the meeting space must comply with local fire and safety regulations. The Meeting Room is available for groups with 45 or fewer total meeting attendees. Excessive noise or the use of hazardous materials is prohibited.

The meeting room is available for reservations on Thursdays, Fridays, and Saturdays. On Thursdays and Fridays availability is from 10:30am until 5:30pm. *All meetings on Thursdays and Fridays must be completed by 5:30pm.* On Saturdays, availability is from 11:00 until 2:30; *all meetings on Saturdays must be completed by 2:30pm.*

Before a Meeting Room Reservation is confirmed a contract must be completed and if required, the responsible party must pay a non-refundable deposit equal to 50% of the room fee. A reservation will not be applied to the meeting room schedule until a contract is submitted and approved. For groups that meet regularly, a Meeting Room contract may be kept on file but must be updated annually.

No admission fees may be charged at any meetings in the Meeting Room except in conjunction with the library or the affiliated Friends of the Library. No money may be collected unless as payment for materials used in the meeting or as organizational dues. Use of the Meeting Room for book signings by authors with sale of that author's books will be permitted at the discretion of the Library Manager, Library Board of Trustees, or as a sponsored Friends of the Library program.

Groups requesting the use of the Meeting Room will be allowed a maximum of one reservation per month unless special permission is granted by the library manager. The Meeting Room may not be

reserved more than 45 days in advance of the meeting date. Private social events may be booked up to 6 months in advance.

No group may transfer the use of the room.

Although we will make every effort to honor your reservation, the Library reserves the right, with as much notice as possible, to cancel a reservation if the room is needed for county or library business.

All reservations must be confirmed by the Library Manager, a completed contract does not necessarily assure approval. Requests for Meeting Room usage will be considered in the order in which contracts were submitted.

Behavior of all participants using the Meeting Room must be in accordance with the Rabun County Library Code of Conduct.

➤ **Charges for use of the MEETING ROOM**

The Rabun County Library does not charge community or non-profit groups for use of library meeting space. Donations from these groups are accepted and appreciated.

Fees for Private Social Events – \$10.00 per hour.

Training and Educational Events sponsored by for-profit individuals or Organizations - \$20.00 per hour.

➤ **Library Equipment**

Groups are asked to supply their own equipment for showing movies, presentations, etc. The library will not provide equipment (i.e. laptops, computers, projectors, cables). The Meeting Room does have a large projection screen mounted to the wall that may be used for movies and presentations.

➤ **Liability**

Anyone utilizing the Meeting Room assumes liability for any personal injury, damage, or loss suffered during the period of the agreement.

Anyone using the Meeting Room to show movies must comply with the guidelines of our licensing provider, Movie Licensing USA. Library staff will assist you in researching whether or not your movie complies with our license.

The library is not responsible for security or storage of property owned by groups using the meeting room, nor is it responsible for damage or loss of property of others.

➤ **Damage to the meeting space**

Anyone utilizing the Meeting Room assumes all responsibility and compensation for damage or loss to the Rabun County Public Library facilities, equipment, and property. The Meeting Room may not be used for any activity that has a high potential for damage to the building or equipment, or might endanger or physically harm the persons present.

➤ **Food and Drink**

The library kitchen facilities, kitchenware, and appliances are not available for use. The stove should remain off at all times and the refrigerator should be left closed.

Light refreshments, catered meals, or covered dishes may be served in the meeting room. The group is responsible for leaving the meeting space in a clean and orderly condition. No alcoholic beverages or tobacco products are allowed on library premises. Refreshments in the Library cabinets or in the Library refrigerator are for library events only and may not be used by those reserving the meeting space. Should any of those items be missing upon inspection after the group has left the room, they will be charged accordingly.

➤ **Meeting Room Set up and Closing**

Anyone reserving the meeting space will be responsible for setting up the space. The meeting Room must be returned to its original condition. Arrangements to use other furniture or equipment other than library furniture should be made when the reservation is made. Set up, Cleaning, and Closing of the Meeting Room is the sole responsibility of the group, library staff will not be available to assist. No cleaning supplies are furnished by the library.

➤ **Cancellations**

Anyone canceling their reservation should notify the library immediately. Failure to notify the library staff of cancellations may result in denial of future use of the meeting space. Arriving 15 minutes late or more may result in cancellation of your room reservation. If the library closes due to inclement weather or other extraordinary circumstances, the group will be notified if possible. It is the group's responsibility to notify attendees. The library is not responsible for any cost incurred by any group as a result of such a closing.

➤ **Loss of Privileges**

Failure to abide by policy and the related regulations will result in cancellation or refusal of reservations.

➤ **Library Endorsement**

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs. Publicity for meetings may not be completed in such a manner as to suggest library sponsorship or co-sponsorship. Groups may not use the name or address of NEGRLS or the Rabun County Library as the official address or headquarters of the organization.