

## **Meeting Room Policy**

As a service to the community, Allendale-Hampton-Jasper Regional Library offers a variety of meeting and study spaces for use by community groups, non-profit, educational, and cultural groups or organizations and official government entities (municipal, county, state).

Meeting rooms may be reserved by library cardholders on a first-come, first-served basis with priority given to AHJ Library programs and meetings. Friends of the Library groups within the AHJ library system will receive second priority. Online reservations are accepted for meetings and study groups only.

### **Who can reserve a room?**

- Community groups with cultural, educational, or civic emphasis under non-profit sponsorship.
- Governmental agencies, municipalities and state.
- For-profit organizations for purposes that align with the library's mission.

### **Library spaces may not be use for the following:**

- Non-library related groups soliciting, selling, charging admission or asking for donations.
- Purely social gatherings, or activities (birthday parties, weddings, etc.)
- Private meetings not open to the public.
- Rallies or campaigns for specific partisan political issues or candidates.
- Activities likely to disturb regular library function.
- Performing arts groups, unless sponsored or co-sponsored by the library.
- Conducting open call interviews, auditions or rehearsals, unless sponsored or co-sponsored by the library.
- Delivery of direct, hands-on healthcare and wellness service, including examinations, hands-on demos, or treatments unless sponsored or co-sponsored by the library. This does not include the sharing of healthcare services or information.
- Author events, book signings and book selling or fundraising events unless sponsored or co-sponsored by the library or Friends of the library.

### **Reserving Meeting and Study Rooms**

- All meetings must be open to the public. Ticketed events are not allowed.

- Spaces may be reserved by library cardholders on a first-come, first-served basis. Spaces may not be booked more than two months in advance, standing reservations may not be made unless for library or Friends of the library programming.
- Cardholders must be 18 years of age to reserve meetings rooms and at least 14 years of age to reserve a study room. The cardholder must be present at the time of the meeting.
- Rooms will be held for 30 minutes after the reservation time and then will be released for use by other customers.
- Walk-in reservations may be made for meeting and study rooms. Reservation extensions may be made if demand allows.
- Meeting and study rooms are only available for reservations during regular hours. Meetings must end and rooms must be empty fifteen minutes prior to closing.
- The library is not responsible for items left in its facilities. Storage space is not available, and the library staff cannot provide porter services into and out of its facilities.
- The library reserves the right to reject any application. Rooms will not be available for use by groups or individuals who have demonstrated a history of unreliability in meeting library requirements.

### **Cancelations**

The library requests at least 24 hours notice of a meeting cancellation, except in the case of inclement weather. In unforeseen emergencies in which the library has to cancel a meeting, the library will attempt to give the group as much notice as possible.

### **Restrictions**

- Groups are expected to comply with the AHJ Code of Conduct
- Children may not be left unattended in the library while parents or guardians attend meetings.
- Permission to meet in the library does not in any way constitute an endorsement of a group's policy or beliefs. Neither the name nor address of the AHJ Library may be used as the official address or headquarters of any organization other than the Friends of the library.

7/8/2025 DRAFT

- Light refreshments are only permitted when the \$25 fee has been paid. Light refreshments include finger foods, sandwiches, bottled water, canned drinks. Alcohol is strictly prohibited.
- No tape or adhesive of any kind may be used on the walls, windows or furniture.
- Attendance is limited by meeting room capacity (fire code).
- Groups or organizations are not permitted to post signs or distribute materials on library property without approval of the Branch Manager.
- Accidents must be reported to staff member in charge who will report the incident according to library procedures.

### **Charges for Meeting and Study Rooms**

- \$25 for any meeting or study room in which light refreshments are served.
- \$25 minimum fee for any damaged caused to rooms.

A library card is required for room reservations, as fees will be added to your library account. Payment should be made prior to use of the room for light refreshments.