

Kershaw County Library Policies

Meeting Rooms

Adopted January 5, 2004

Supercedes policies dated January 30, 1990; February 8, 1991

The library meeting rooms (Camden and Elgin) are intended primarily for library programs presented by the library staff and the Friends of the Library. When not in use for library-sponsored programming, the meeting room will be available on a first-come, first-served basis for programs of a cultural or educational nature. The meeting room is not intended for social gatherings, entertainment, fund raising or political, religious, or for-profit organizations or purposes.

Granting permission to use the Library facilities does not constitute an endorsement of the group or organization by Kershaw County Library, its Board of Trustees, or the County Council of Kershaw County, South Carolina. Users of the facilities may not use the library as a mailing address. Publicity announcing meetings must not imply library sponsorship.

In general the meeting room will be assigned for a single meeting only. Assignments will be made on an intermittent or regular basis only if this does not conflict with the library program schedule and/or monopolize the room, keeping other groups from meeting.

Meetings must be free and open to the public and news media. *Camden's meeting room may be used only during the regular hours of operation, and must be vacated 15 minutes before closing time. Arrangements may be made with the Elgin library for use of their meeting room after hours for approved uses.*

Reservations should be made on the following form at least one week in advance, *by a Kershaw County Library adult cardholder in good standing.* However, if the room is available, it may be scheduled with less notice. The library should be notified of any cancellations as far in advance as possible.

There will be no fee for the use of the room. Groups using the room shall be responsible for maintaining order and seeing that the room is neat and clean at the conclusion of the meeting.

When kitchen facilities are used they shall be properly cleaned. If the library determines that special clean up is required, charges for janitorial services will be made. The user is liable for any damage to the building, furniture, and equipment.

Light refreshments, but no alcoholic beverages, may be served. All libraries are smoke free buildings, i.e., smoking is not permitted in any room in the library.

No admission may be charged and no donations or collections other than organizational dues may be taken by groups using the meeting rooms. No fund raising activities may be held, with the exception of fund raising events held for the library by the Friends of the Library.

A group may be asked to reschedule a meeting if the library director determines that such rescheduling is necessary in the library's interest.

Adults must adequately supervise children's and young people's groups.

The library is not responsible for providing equipment or supplies, such as coffee pots, projectors, extension cords, paper or pencils. Storage space cannot be allotted for equipment or utensils to be left at the facility between meetings.

Library employees are not available for moving furniture or for unloading and loading of equipment. Any equipment used during the meeting must be returned to its original location. Furniture, equipment and library materials may not be brought from other areas of the library without permission of the library staff.

Provisions for adequate protection of exhibits should be made by the exhibitor. The Library cannot be responsible for the security of an exhibit nor provide staff to attend such exhibits.

The maximum number of people that can be accommodated is 50 at either location.

Reservation application

Date of application _____ Library _____

Name of Organization _____ Meeting Date _____

Name of Applicant _____ Meeting time _____

Home phone number _____ Business phone number _____

Address _____

Email address _____ Library card number _____

Name of secondary contact person _____ Phone number _____

Subject or purpose of meeting _____ Number expected _____

Purpose of Organization _____

I agree to see that my group observes the regulations for meeting room use.

Signed