

PARLIN-INGERSOLL PUBLIC LIBRARY

PROGRAM ROOM USE POLICY

The Parlin-Ingersoll Public Library's Program Room is for library-sponsored programs or meetings. Additionally, the Program Room may be available for use by government or non-profit organizations sponsored by or composed of citizens or residents of Fulton County for an established custodial fee for the purpose of hosting educational, cultural, intellectual, charitable, or civic meetings or programs.

The Program Room may be reserved under the following guidelines adopted by the Parlin-Ingersoll Public Library Board of Trustees. The use of the Program Room by a particular organization does not constitute an endorsement by the library of the group's beliefs, policies or programs and the library does not endorse or advocate any position taken by that group.

Use of Program Room: The Program Room is not available for use by the general public or for-profit organization. The Program Room may only be used by non-profit organizations for educational, cultural, intellectual, charitable, or civic programs or meetings. All meetings and programs must be non-soliciting in nature and open to the public and free of charge.

Application: Any Group wishing to use the Program Room must complete an application and submit it to the Library Director for approval. Applications may be obtained at the front desk at the library. Groups must submit the application at least 14 days in advance of the requested program date. Groups submitting a new application should reserve the room in person. Applications are granted on a first come first served basis. Only the Director (or person authorized by the Director) may approve use of the Program Room.

Custodial Fee: Non-profit groups will be charged a minimum custodial fee of \$25 to use the library Program Room. The fee must be paid before the meeting starts. The custodial fee will be assessed as follows:

- \$25 for up to two hours
- \$50 for two to four hours
- \$75 for four to six hours

Exemptions: Library sponsored, or co-sponsored, programs are exempt from this policy. The library reserves the right to use the meeting room on a full-time basis and to deny applications by other organizations for previously scheduled meetings sponsored or co-sponsored by the library.

Discrimination Prohibited: A Group applying to use the Program Room will not be denied on the basis of origin, age, background, views of that organization, or for any other discriminatory reason.

Maximum Number of Uses: Groups may not use the Program Room more than once per month and total annual use by any one organization for any reason may not exceed 10 times per year.

Available Hours: Meetings may be held only during regular weekday library hours. Meetings may not begin before opening hours or extend beyond closing hours and all attendees must be out of the building at closing time.

Admission Fees and other Solicitations: Groups may not charge an admission fee; solicit donations, gifts, or gratuities; or conduct fundraising activities in connection with the use of the Program Room.

Room Set-Up Assistance: The library will provide tables and chairs for use by groups using the Program Room. Each group is required to set up tables and chairs for its meeting and is required to return these items to their original position at the conclusion of the meeting. Storage of materials on library premises is not permitted.

Smoking: No person shall be allowed to smoke within the library and the use of electronic cigarettes, personal vaporizer, or electronic nicotine delivery system inside the is strictly prohibited.

Alcohol: Absolutely no alcoholic beverage may be consumed on the premises.

Food and Beverages: Light refreshments may be served if the group indicated that refreshments would be served on their application, but the reserving group may not prepare food on library property. Groups must supply all products or equipment needed to provide light refreshments. Groups are responsible for cleanup.

Disruptive Meetings: All attendees must at all times comply with the Parlin Ingersoll Library Code of Conduct. The library reserves the right to revoke permission to use the Program Room and terminate any ongoing meetings as a result of any disorderly, disruptive, or inappropriate behavior. If a meeting is found to be disruptive, library employees have the authority to end the event and ask attendees to leave the premises.

Babysitting Services: The library will not provide babysitting services to young children who accompany their parents to meetings or programs. An adult must be available to supervise young children in any other area of the library.

Capacity: At no time may attendance of any meeting exceed 75 individuals (per fire regulations), and if too many people are present, the Library Director (or person authorized by the Director) has the authority to immediately end the meeting.

Social Gatherings: Gatherings or get-togethers of a purely social nature, or by families or groups of people for the primary purpose of socializing, are not permitted (e.g. birthday parties, family reunions, etc.). Library-related social events are exempt from this policy.

Revocation of Privileges: Any violation of any one or more of these rules is a basis for denial of any future applications to use the Program Room or other library services.