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Meeting Room Policy

Approved by Board of Trustees

The Fitzgerald-Ben Hill County Library, as a service to the community, provides meeting rooms for use by community groups and organizations. The facilities are to be used for library-sponsored programs, for the local governments which provide continuing financial support to the library, and for community group activities of an educational, civic or cultural nature appropriate to the facility.

Priority for use will be given to library-related programs and those cosponsored by the library. Community groups and organizations will be granted permission to use facilities at no charge for civic, cultural, or educational activities. Use cannot be granted for private, social, or money making activities. Businesses or for-profit groups may use the facilities for organizational or training meetings, but may be assessed a fee to recover the cost of operating the meeting rooms.

Space may be reserved for workshops, conferences, institutes, book discussions, training, touring exhibits, programs, seminars, etc. No more than two meeting per month by any single group or organization will be allowed.

All programs, events, meetings, and gatherings shall be open to the public at no admission fee. No selling of goods or services is allowed. An organization may charge for materials used in a program or for meals served, but not for admission. Library-related programs or sales to benefit the library may be scheduled in library facilities.

Permission to use library facilities in no way constitutes an endorsement of a group's policies or beliefs. The Library Board of Trustees reserves the right to review any or all applications, and may demand sufficient time to make proper investigation before action is taken on a request. The Board may reject applications. The Library reserves the right to cancel a reservation if necessary. No meeting will be permitted if it is suspected that the meeting will result in disruptive consequences to the library as a whole.

Meeting Room Procedures

1. An application for use of library facilities is available during the Library's regular operating hours and must be completed by an official of the organization requesting use of the facilities. The person completing the application should be someone who will actually be attending the meeting.
2. Requests should be submitted at least ten days prior to the event, but not more than six months in advance. Rooms are assigned in the order in which requests are granted, with consideration given to size of the group and the particularities of the meeting.
3. Permission to use the library's facilities is not official until the application has been signed by the Library Director and the requestor has been notified. It is recommended that no announcements specifying the Library as the place of meeting be made prior to receipt of the official approval.
4. Arrangements and logistics for the use of the space should be made with the library Staff Member at the time the application is approved. The Library is NOT responsible for setting up furniture as specified by the group. (Assistance may be given when staff resources permit, but the user should check early enough to be sure the space is in order.) The organization using the facilities accepts responsibility for cleaning up after the meeting and for returning tables and chairs to their proper places. All meetings must begin and end during normal library hours.
5. A \$10.00 fee will be incurred per occasion for utilities and maintenance. The \$10.00 fee will be charged to profit making organizations; the fee will NOT be charged to non-profit organizations. Fees for library-sponsored and co-sponsored programs are waived. The Ben Hill County government and the City of Fitzgerald government are funding agencies and are not charged. Fees are payable on or before the date of use and are not refundable.

Meeting Room Regulations & Information

- All programs/meetings must be open to the public.
- Permission to meet in the Library in no way constitutes an endorsement of a group's policies or beliefs.
- Neither the name nor address of the Fitzgerald-Ben Hill County Library may be used as the official address or headquarters for an organization.
- The library is not responsible for equipment, supplies, or other items owned by a group and used in the library. The sponsoring organization must provide responsible adult supervisors/host(s) during all hours of a meeting/exhibit. The library director or staff will not take responsibilities for these duties.
- Smoking anywhere inside the library is prohibited. The group sponsoring the meeting/function is responsible for enforcing the no-smoking rule.
- Light refreshments may be served if doing so does not interfere with library operation, and if proper arrangements are made at the time of filing the request to use the room. Serving meals is prohibited unless special permission is granted. Eating refreshments should be limited to the room in which they are served; they are not to be carried into hallways or restrooms. No alcoholic beverages may be served
- Organizations should observe both beginning and ending times shown on the application. The organization using the facilities accepts responsibility for cleaning up after the meeting and for returning tables and chairs to their proper place.
- The person/organization booking the facility is responsible for any damages that occur as a result of using the facility. Rooms will be inspected after each meeting. Users shall pay the cost for repair of any damages to library facilities as determined by the library.
- In the event of a cancellation, the requestor should promptly notify Library staff. This courtesy allows another group the opportunity to use the room.
- An application for Use of Library Facilities must be completed for each meeting. Groups wishing to hold more than a one-day meeting must obtain permission from the Director or designee.
- No signs or banners may be placed anywhere in the library without the Library Director's or designee's permission.
- Failure to comply with library regulations, abuse of any of the above-mentioned privileges, or damage to library property may result in suspension of the privilege of using library meeting facilities.

APPLICATION FOR USE OF LIBRARY FACILITIES
FTIZGERALD-BEN HILL COUNTY LIBRARY

Date of Application _____ Date of meeting _____

Name of Organization _____

Financial Status: (Check one) Profit___ Non-Profit___ Proof of Non-profit status: _____

Contact person: _____ Work phone: _____ Home phone _____

Purpose of meeting: _____

Beginning time: _____

Anticipated attendance: _____ # chairs needed: _____ # tables needed: _____

Are refreshments to be served? _____

My signature below indicates that I have read and agree to abide by the policies, procedures, and regulations concerning the use of library facilities. I also agree to be responsible for any damages to the building, furnishings, equipment, or other library property caused by those attending this meeting.

Signature: _____ Date: _____

Approved by: _____ Date: _____