

## Meeting Room Regulations

As part of its service to the community, the Charlotte Mecklenburg Library has meeting and study rooms available for public use when they are not scheduled for library activities, subject to the regulations below.

### **Meeting Rooms**

#### **Fees**

Fees and rates vary depending on location, services requested, type of room, length of time booked and not-for-profit status of the group. Non-profit organizations must document their status with proof of their current IRS tax-exempt status. Fees will not be charged for: library-sponsored programs and events; library organizations and organizations of which the library is a member or partner; and governmental organizations. Fees for meeting rooms are listed [Online](#).

#### **Reservations**

1. A Reservation Request Form must be submitted online. Meeting rooms are booked on a first come, first served basis. Reservations for meeting rooms must be made at least 2 business days (for approval) prior to the meeting, but not more than three months in advance.
2. **Do not send payment until you are advised that your meeting can be held at a Charlotte Mecklenburg Library location. Payment can be accepted in person prior to your meeting.**
3. Reservations must be made by an adult (18 years of age or older) representative of the group.
4. A group may schedule only one meeting on the calendar at a time. No regularly scheduled meetings are permitted. With approval from the Branch Manager, several consecutive dates may be booked for a single event.
5. A 48-hour notice of cancellation is required to receive a refund. If the library cancels any events due to weather or emergency situations, a refund is also warranted.

#### **Group Qualifications**

1. Meetings must be free and open to the public and media.
2. Access shall be provided equitably, regardless of beliefs or affiliations of individuals or groups.
3. Permission to use the library facilities does not constitute an endorsement by the Library of the user or user's beliefs.
4. The group or individual will be financially responsible for any damage to library property.
5. Upon adequate notice and for adequate reasons, the Library reserves the right to revoke permission to use library meeting rooms.

## **Publicity**

1. Neither the name nor the address of the Library may be used as the official address or headquarters of an individual or organization.
2. Groups will not be permitted to post any signs or materials on library property without approval from Branch Manager.
3. The Library will not advertise or promote any meeting or event unless it is a co-sponsor.
4. Unless the Library is a co-sponsor, publicity for events must contain the statement that the Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of the program.

## **Rules and Regulations**

1. Programs must take place within usual library hours. All meetings must end 30 minutes before the library closes.
2. Any extensions of time to hold meetings beyond usual Library hours must be specifically granted in writing by the Branch Manager. Groups using meeting rooms beyond established Library hours will be required to pay a fee for maintenance and security.
3. PROHIBITED USES: The meeting room will not be used for:
  - a. Non-library related groups charging admission, fees, contributions, soliciting donations or taking collections of any kind. No funds shall be collected on Library property.
  - b. Activities likely to disturb regular library functions.
  - c. Fund-raising activities or events, except those sponsored by the library for funds for the Library.
  - d. Any unlawful purposes.
  - e. Dance or music recitals, unless sponsored by the library.
  - f. Private events or celebrations which include, but not limited to, weddings, birthdays, anniversaries, funeral receptions etc.
4. Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
5. Smoking or open flame of any kind is not permitted in the library.
6. Attendance will be limited to fire code regulations at each location.
7. Meetings may not disrupt the use of the library by others, and persons attending the meetings are otherwise subject to all Library regulations and policies.

## **Refreshments and Equipment**

1. Food such as packaged snacks (cookies, crackers, chips, etc.) or delivered “quick-service” restaurant meals such as pizza and pre-made sandwiches may be served in a Reserved Meeting Room. Commercially catered food and covered dish meals may only be served in libraries with kitchen facilities adjacent to the meeting rooms (Main, ImaginOn, Allegra Westbrooks, Sugar Creek, Hickory Grove, Plaza Midwood, West Boulevard, South Boulevard, South County, North County, University City, SouthPark, Independence, Mountain Island). There will be a charge of **\$50.00** for the use of the kitchen for profit organizations.
2. Clean up is mandatory. The user group will be charged an *additional clean-up fee* if the meeting room is left unclean.
3. In-room Audio/Visual equipment (laptops, white boards, etc.) is listed in the room description online. Any additional equipment may be requested online or in-branch. Fees may apply.
4. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the library between meetings.

## **Study Rooms**

### **Fees**

No fees are associated with study rooms.

### **Reservations**

Same-day reservations only

Can be made online, by phone or in-person on a first-come, first serve basis.

Time limit is 2 hours limited to one session per day.

Reservations will be cancelled 15 minutes after a no-show.

### **Rules and Regulations**

Study groups or individuals must vacate 15 minutes prior to closing.

Rooms must be left in clean and orderly condition.

### **Refreshments and Equipment**

Food such as packaged snacks (cookies, crackers, chips, etc.) and covered drinks are permitted.

The library is not responsible for personal equipment.

## **FAILURE TO COMPLY WITH REGULATIONS OF ANY OF THE ABOVE-MENTIONED PRIVILEGES MAY RESULT IN SUSPENSION OF RIGHT TO USE.**

Problems or complaints should be submitted in writing to the Branch Manager.