

GEORGETOWN COUNTY LIBRARY MEETING ROOM POLICY

The Georgetown County Library System welcomes the use of its meeting room facilities for civic, cultural, educational and public information meetings of interest to the citizens of Georgetown County. Policies governing the use of meeting space are in accordance with Article 6 of the Library Bill of Rights:

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public question. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.”

The meeting rooms of the Georgetown County Library System are available for the following uses:

1. Library–sponsored or co-sponsored programs, at which admission fees may be charged, sales initiated, or donations solicited as appropriate
2. County government sponsored or co-sponsored programs
3. Community groups with a cultural, educational, and civic emphasis under nonprofit sponsorship.

Library and official county meetings take priority over other organizations’ scheduled meetings. Should either the library or the county require the use of a meeting room, scheduled groups will be given at least 24 hours notice. Every attempt will be made to avoid scheduling conflicts.

Rooms are not available for the following:

1. For-profit purposes such as groups charging admission fees or asking donations; classes conducted by instructors for their profit or to generate future prospects (sales or customers); and groups promoting materials, future courses or services with fees
2. Political campaigns (political forums are permitted)
3. Personal social activities such as showers, family reunions, and birthday parties
4. Meetings that would tend to incite or produce imminent lawless action, to be disruptive of other library functions, or to endanger the safety of library patrons or staff

The granting of permission to use library facilities does not constitute an endorsement of the group’s objectives or beliefs. Thus, publicity for such meetings should not list the library as a sponsor, unless the program is sponsored by the library. Neither the name nor the address of the Georgetown County Library may be used as the official address of an organization.

All programs shall be open to the public. The library reserves the right to have designated personnel observe meetings in progress.

Booking will be on a first-come, first-serve basis:

- Individuals booking a room for an organization must do so in the name of the organization.

- The contact person must make the reservation and fill out the meeting room form in person at the particular library where the meeting is to be held.
- Meeting rooms may not be scheduled for more than once a week for up to three (3) months in advance, except for library-sponsored or co-sponsored programs. At the end of the three months, a group may reschedule provided no other organization has requested the room for that time. **The only exception is the auditorium at the Waccamaw Neck Branch Library. It may not be scheduled weekly. But, it may be reserved monthly for a full year in advance. The two small meeting rooms at the Waccamaw Neck Branch Library may be scheduled weekly for three months in advance like the smaller meeting rooms at all branches.** New users will be given preference. Groups/organizations of minors booking a meeting room must have an adult sponsor who must fill out the form in person at the library and be present at the designated meeting.
- All requests must be approved by authorized library personnel.
- Physical arrangement of meeting rooms cannot be guaranteed. Organizations must be responsible for their own set-up and cleanup. Library facilities shall be left in a clean and orderly condition. Janitorial service will not be provided.
- Use of the meeting rooms after library hours requires that the key be picked up from the library prior to the library closing on the day of the meeting. In the case of holiday closings, the key must be picked up the last working day the library is open before the holiday. If locks must be changed due to lost keys, then the person who lost the key is responsible for that cost. Groups must make sure the front door is locked when exiting the building.
- Certain AV equipment owned by the library may be used by groups using the library. **Special arrangements must be made at the time of the reservation.** Groups are responsible for damage to equipment owned by the library and used by the group. The library is not responsible for equipment, supplies, material or other items owned by the group or individuals and used in the library.
- If requested, users shall provide, prior to a meeting, handout literature, materials to be exhibited, and press releases to the Library Director, Assistant Director, or Branch Manager.
- The staff lounge may not be used by the general public at any time. Only staff or those who have the Library Director's permission may use the staff lounge.
- After hours, only staff or those who have the Library Director's permission may enter the library, with the exception of the auditorium.
- ~~Neither Smoking nor alcoholic beverages are~~ **is not allowed in the library.**
- **Alcoholic beverage use is permitted only in accordance with the restrictions and guideline provided in Georgetown County Ordinance #2014-16. See attached.**
- Persons attending a meeting are subject to all library rules and regulations. Groups or individuals will be liable for any damage they cause to library facilities.
- The Library Director is authorized to make decisions regarding the eligibility of groups or individuals to use the library meeting rooms when questions arise. Decisions may be appealed to the Library Board of Trustees for review. The decisions of the Library Board of Trustees shall be final.

Approved and amended by the Board of Trustees, November, 2002