

## MEETING ROOM POLICY

The Hocutt-Ellington Memorial Library ("Library") makes its meeting room available for free to individuals, community groups, and organizations for educational, cultural, and informational meetings of public interest. The Library shall not discriminate in providing space on the basis of race, religion, age, sex, gender identity, sexual orientation, national origin, or disability. Use of the facility in no way constitutes the Library's endorsement of any group's activities or beliefs.

The Library's meeting room is not available for private events such as graduations, weddings, birthday, or anniversary parties. Use of the meeting room is made available to all groups on a first come, first served basis subject to the requirements which follow.

### Reserving the Meeting Room

1. A valid, full-privileges Hocutt-Ellington Memorial Library card is required to reserve the meeting room. Rooms may only be reserved by adults ages 18+.
2. Application to use the meeting room must be made by submitting the attached application form online or in person up to 45 days in advance. *Find the Application form at the end of this policy.*
3. Applications will be accepted and scheduled in the order received. To ensure the most equitable use of meeting rooms, only one meeting at a time may be scheduled. Following a meeting, a group may schedule another meeting if the room is available at the desired time.
4. When booking the space, groups should allow sufficient time before the library closes for set-up, break-down, and clean-up. **Meetings must be concluded and the meeting room must be vacated 15 minutes prior to regular library closing time.**

### Meeting Room Capacity, Setup, and Breakdown:

1. The number in attendance at a meeting must not exceed the seating capacity of the meeting room. The capacity is set at 60 people. Library staff reserve the right to decline use of the meeting room or to ask patrons to leave if the number of persons in the room exceeds its posted capacity.
2. Setup for the meeting room is the responsibility of the group reserving the room. The users will be responsible for arranging the room for the meeting and for leaving the room in the same condition in which they found it. **The library has provided a binder with photos detailing the setup of the room. This binder is located on top of the grey shelving unit under the TV.**
3. Groups or individuals wishing to use the television and computer must indicate this on the application. Directions for use are included in the binder mentioned above.
4. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed.
5. Groups using the meeting room must assume all responsibility for any damage to the Library facilities.

### Regulations and Procedures:

1. Programs sponsored by HEML, the HEML Library Board, and other Library and Town-related organizations will be given priority for the use of the meeting room.
2. All meetings must be open to the public. Allowing use of the public meeting room does not constitute the library's endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

3. Programs and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to the Library's **Rules and Regulations for Conduct in the Library**. The library director may deny use of meeting rooms for any program or meeting likely to disrupt the use of the library by others. The library reserves the right to decline any reservation for any reason.
4. An authorized adult representative of the group reserving the meeting room must remain on the premises for the duration of the period for which it is reserved.
5. No fees, dues, or donations may be charged or solicited by the user for any program or exhibit. Solicitation for later sales and client contact is not allowed.
6. Each group is responsible for its own publicity. All advertisements for events must clearly indicate the identity of the sponsoring organization and in no way imply the event is sponsored by the Library.

### **Liability**

The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot. Signing of the application by an individual or any representative of the group and/or organization releases the Library of any responsibility for damage or loss suffered during the period of agreement. Groups, individuals and/or organizations shall indemnify, defend and hold harmless the Library, the Town of Clayton and its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the group, individual and/or organization resulting in or relating to personal injuries or property damage arising from the organization/group's use of the library meeting room.

The Library Director and Town Administration have the right to reject any group and/or individual at any time for any present or past guideline violations.

Policy Effective Date: 4, 2024

\*North Carolina General Statute 163-99 requires that our meeting rooms be made available for political parties' (as defined by NCGS 163-96) annual or biennial precinct meetings and county and district conventions.