

MEETING ROOM POLICY

Hocutt-Ellington Memorial Library

The Hocutt-Ellington Memorial Library, as a public institution, welcomes the use of its meeting room facilities for educational, cultural, and public information meetings which are of public interest.

Programs sponsored by HEML, the HEML Library Board, and other Library and Town-related organizations will be given first priority in the use of the meeting room. Use of the meeting room is made available to all groups on a first-come, first-serve basis subject to the requirements which follow.

Reserving the Meeting Room

1. Application to use the meeting room must be made by submitting the attached application form online or in person at least one week prior to the meeting date or at the discretion of the library director. Rooms may be scheduled up to two months in advance. *Find the Application form at the end of this policy.*
2. Applications will be accepted and scheduled in the order received. In order 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.
3. 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 rooms 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.
2. Set-up 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.

Regulations and Procedures:

1. All meetings must be open to the public. Public meeting room use does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the space.
2. 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.
3. Groups should designate a representative to direct attendees/participants to the meeting space.
4. Groups using the library's meeting rooms may not charge admission or make any monetary collections.
5. Partisan political meetings and religious instruction, services or ceremonies are not permitted.*

6. Each group is responsible for its own publicity. Publicity must neither state nor imply that the library is sponsoring or endorsing a program; neither shall publicity state nor imply that attendance is limited to group members.
7. Any printed publicity needs to include the following statements: "Meeting is open to the public," and "This program is not sponsored by the Hocutt-Ellington Memorial Library – Town of Clayton."
8. Participants may not call or email HEML or the Town of Clayton to register. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed.
9. Any user of the meeting room showing a film/video/DVD in the library must adhere to the copyright law. Films/videos/DVDs must have public performance rights in order to be viewed in the Library meeting room.
10. Groups using the meeting room must assume all responsibility for any damage to the Library facilities.
11. The person reserving the meeting room will be responsible for maintenance of order. Failure of the official contact person to enforce library policies will result in a written warning to the group. A second violation of library policies will be submitted to the library director for resolution and may result in the group being barred from using the library meeting room.

Prohibited Activities

- Drugs, alcohol, vaping, and the use of tobacco products
- Disruptive behavior
- Activities that impede the functions of the Library
- The use of any equipment that interferes with Library operations or which creates any losses or liabilities for the Library
- Commercial demonstration and or sales or promotion of products or services
- Private social parties or personal celebrations

Liability

HEML 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 HEML of any responsibility for damage or loss suffered during the period of agreement. Groups, individuals and/or organizations shall indemnify, defend and hold harmless HEML, 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: March 14, 2018

*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.



TOWN OF CLAYTON
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Phone: 919-553-5542
Email: claytonlibrary@townofclaytonnc.org

REQUEST FOR ROOM USE

Date of Application: _____

Name of Organization: _____

Name of authorized representative (PRINT): _____

Contact: _____

Telephone Number: _____ Email: _____

Proposed date of meeting: _____ Beginning time: _____ Ending time: _____

Purpose of meeting: _____

Estimated number of attendees: _____

Please allow at least 5 working days to process requests. You will receive a confirmation by email or telephone. Rooms cannot be reserved more than sixty (60) days prior to date requested.

Please read and sign below:

I have read and agreed to the Hocutt-Ellington Memorial Library Meeting Room Policy. I understand that permission will be denied for activities that may be inconsistent with the mission and purpose of the library and that permission may be revoked if the library requires the use of the room for library purposes.

I understand that the library is not responsible for loss or damage to property of those attending the meeting.

I agree to call the library prior to the meeting if the room is no longer needed. I understand that failure to cancel may result in denial of future room use requests.

I agree to check in with staff members prior to and after room use.

Signature of representative (same as above): _____