

SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM MULTI-PURPOSE MEETING ROOM POLICY

The Southwest Georgia Regional Library System encourages educational, civic, cultural, and governmental groups to use the Multi-Purpose Meeting Room for meetings.

The Georgia Department of Education, Division of Public Library Services, requires that the multi-purpose rooms in the buildings they assist with funding abide by the following regulations:*

1. No meetings are held in them for the purpose of making money, or by any money-making groups or to train or demonstrate to their advantages.
2. That no person or group of persons books it for more than a month at a time, such as a club booking it for a year on the second Thursday of each month. Gray areas should be referred to the Southwest Georgia Regional Library System Board of Trustees.
3. No rentals or charges for room allowed except: can charge for cleaning after a meeting and lights, if desired.

By making its meeting facility available, the library does not necessarily endorse the purpose and policies of the groups and individuals using the meeting rooms.

After library operating hours**, the Multi-Purpose Meeting Room can only be used by the library, its funding bodies, and library related/sponsored groups.

Library activities have priority over any other group or individual and the library retains the right to cancel a reservation if necessary. Groups needing to cancel a meeting room reservation must notify the library at the earliest possible date in order to free the room for other uses.

Groups may not use the name or address of the Southwest Georgia Regional Library System or any of its locations as the official address or headquarters of the organization.

The use of any audio-visual materials and equipment must be scheduled at the time the room is reserved.

Simple, light refreshments prepared outside the library may be served by group members, provided that arrangements are made in advance, and trash must be disposed of in the dumpster in the parking lot and not in the library receptacles. The person reserving the meeting room is responsible for setting up the room before the meeting and cleaning up after the meeting, putting chairs and tables back the way they were found. Any group using the room must assume responsibility if the privilege is abused or any damage is done to library property.

No smoking or alcoholic beverages are permitted at any library facility.

All state and local fire codes must be observed in addition to all other city and county codes and ordinances.

My signature means I understand and will abide by these policies.

Signature _____

Name of Group _____

Purpose of meeting _____

Approved at SWGRL Board Meeting March 8, 1989.

Revised and approved at SWGRS Board Meeting January 12, 1994.

Revised and approved at SWGRS Board Meeting April 17, 2002.

Revised and approved at SWGRS Board Meeting October 15, 2008 and ratified at the January 21, 2009 meeting due to technical error**.

*Memo to Ruth Marshall prior to 1988.