

Fitzgerald Ben-Hill County Library - Meeting Room Procedures

- 1.** An application for use of library facilities is available during the Library's regular operating hours and must be completed by an official of the organization requesting use of the facilities. The person completing the application should be someone who will actually be attending the meeting.
- 2.** Requests should be submitted at least ten days prior to the event, but not more than six months in advance. Rooms are assigned in the order in which requests are granted, with consideration given to size of the group and the particularities of the meeting.
- 3.** Permission to use the library's facilities is not official until the application has been signed by the Library Director and the requestor has been notified. It is recommended that no announcements specifying the Library as the place of meeting be made prior to receipt of the official approval.
- 4.** Arrangements and logistics for the use of the space should be made with the library Staff member at the time the application is approved. The Library is NOT responsible for setting up furniture as specified by the group. (Assistance may be given with staff resources permit, but the user should check early enough to be sure the space is in order.) The organization using the facility accepts responsibility for cleaning up after the meeting, for returning tables and chairs to their proper places, for turning off lights and heating/cooling and for locking doors.
- 5.** Library-owned audio-visual equipment needed should be requested on the application. The library will honor such requests if possible, but assumes no obligation to supply equipment.
- 6.** The person requesting use of the facility is responsible for obtaining a key when necessary. The person requesting the key must sign a form indicating receipt of the key and must pay a \$5.00 deposit before borrowing the key. The deposit will be refunded when the key is returned on the following business day. A fee of \$10.00 will be charged for a lost key.
- 7.** A \$10.00 fee will be incurred per occasion for utilities and maintenance. The \$10.00 fee will be charged to profit-making organizations; the fee will NOT be charged to non-profit organizations. Fees for library-sponsored and co-sponsored programs are waived. The Ben Hill County Government and the City of Fitzgerald government are funding agencies and are not charged. Fees are payable on or before the date of use and are not refundable.

Meeting Room Regulations & Information

1. All programs/meetings must be open to the public.
2. Permission to meet in the library in no way constitutes an endorsement of the group's policies or beliefs.
3. Neither the name nor the address of the Fitzgerald-Ben Hill County Library may be used as the official address or headquarters for an organization.
4. The library is not responsible for equipment, supplies or other items owned and used in the library. The sponsoring organization must provide responsible adult supervisors/host(s) during all hours of a meeting/exhibit. The library director or staff will not take responsibility for these duties.
5. Smoking anywhere inside the library is prohibited. The group sponsoring the meeting/function is responsible for enforcing the no-smoking rule.
6. Light refreshments may be served if doing so does not interfere with library operation and if proper arrangements are made at the time of filling the request to use the room. Serving meals is prohibited unless special permission is granted. Eating refreshments should be limited to the room in which they are served; they are not to be carried into hallways or restrooms. No alcoholic beverages may be served.
7. Organizations should observe both beginning and ending times shown on the applications. The organization using the facility accepts responsibility for cleaning up after the meeting, for returning tables and chairs to their proper places, for turning off lights and heating/cooling and for locking doors.
8. The person/organization booking the facility is responsible for any damages that occur as a result of using the facility. Rooms will be inspected after each meeting. Users shall pay the cost for repair of any damage to library facilities as determined by the library.
9. In the event of a cancellation, the requestor should promptly notify Library staff. This courtesy allows another group the opportunity to use the room.
10. An Application for Use of Library Facilities must be completed for each meeting. Groups wishing to hold more than a one-day meeting must obtain permission from the Building and Grounds Committee of the Library Board or from the Director.
11. No signs or banners may be placed anywhere in the library without the Library Director's permission.
12. Failure to comply with library regulations, abuse of any of the above-mentioned privileges or damage to library property may result in suspension of the privilege of using library meeting facilities.

**APPLICATION FOR USE OF LIBRARY FACILITIES
FITZGERALD BEN HILL COUNTY LIBRARY**

Date of Application _____ Date of Meeting _____

Name of Organization _____

Financial status: (Check one) Profit _____ Non-Profit _____ Proof of Non-Profit Status _____

Contact person: _____ Work Phone: _____ Home Phone: _____

Purpose of meeting: _____

Beginning time: _____ Ending time: _____

Anticipated attendance: _____ # of chairs needed: _____ # of tables needed _____

Are refreshments to be served? _____

My signature below indicates that I have read and agree to abide by the policies, procedures, and regulations concerning the use of library facilities. I also agree to be responsible for any damages to the building, furnishings, equipment or other library property caused by those attending this meeting.

Signature: _____ Date: _____

If you need to use library audio-visual equipment at your meeting, you may list the equipment you need here. However, please be sure to reserve it separately.

Approved by: _____ Date: _____

MEETING ROOM KEY RECEIPT - FITZGERALD BEN HILL COUNTY LIBRARY

This acknowledges receipt of key # _____ to the library's meeting room. I understand that the \$5.00 deposit will be refunded to me when I return the key.

Signature of person receiving the key: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Signature of library staff member giving key and taking deposit

This acknowledges that I have received a \$5.00 refund for returning the key listed above.

Signature of person receiving the refund: _____ Date: _____

Signature of library staff member making refund: _____