

## GUIDELINES FOR MEETING ROOM USE

1. Regular library activities will have priority for all spaces.
2. A group that wants to use a meeting space must reserve the space online through the reservation system in the case of Columbus Public Library, North Columbus, South Columbus and Mildred L. Terry Public Libraries. A group must call to reserve a space in the case of Cusseta-Chattahoochee County, Marion County, and Parks Memorial Public Libraries.
3. If a group who has been approved for use of a library meeting room or space cancels its reservation, the cancellation must be made at least 24 hours before the scheduled event. Repeated failure to do so may result in cancellation of the group's ability to reserve library meeting spaces for up to six months.
4. All applications for use of library space will be processed according to the date of receipt of the request.
5. A separate request must be completed for each meeting date requested.
6. A group may book a space up to three months in advance, and at least 72 hours in advance. **A group is limited to one meeting per month per location** so as to ensure that meeting rooms are available to as many organizations as possible. No group may consider the library its permanent meeting place or use the building as its mailing address.
7. Library staff and any members of the public wishing to attend an event being held by a group may enter the event at any time.
8. Library meeting rooms will be set in a basic configuration, or with furniture cleared and available. The library will provide tables and chairs based on the room's capacity. If a group changes the setup of a room, the group is responsible for returning the room to its original setup, or with furniture cleared. All set-up and strike of meeting rooms must take place within the time of the group's reservation.
9. No member of a group utilizing library facilities shall receive financial benefit from any activity held on library property. Exceptions to this guideline include:
  - a. Fundraising to benefit the Library, the Library Foundation or other library-related groups.
  - b. The sale of books by authors holding their own event or part of a library program.
10. A group may not reserve a Library space or room during regular library hours for social or family activities (parties, receptions, showers).
11. The Library may be available for rental outside of regular library hours. The fees are listed in these guidelines and are per hour, with a two-hour minimum at all locations. Early setup for an after-hours event will depend on the availability of the room(s) and is at the discretion of the Library Director or their designee, and is not guaranteed. Before/after-hours events must be booked at least four weeks in advance.

12. Per Facilities Use Policy, the Director of the Library or their designee has the authority to act in the best interest of the Library's safety, which may require security services for the entirety of the event at the group's expense. Security is contracted by the library with local law enforcement, and costs are charged to the group. Security fees are non-refundable and must be paid one week prior to the event. If the Library cannot obtain security services, or the group does not make payment in the agreed upon timeframe, the Library reserves the right to cancel the reservation.

13. The group agrees to pay the library for any damage to the library or library property caused by any person attending any activity conducted during the group's use of the library.

14. Some of the meeting room spaces contain highly sophisticated audio-visual equipment. Basic assistance with turning on and operating the system can be provided by designated library staff. Staff will make every effort to provide assistance on the day of the event, but will not be solely available to provide A/V support. A group may want to make an appointment in advance of its meeting to go through the operation of the equipment with a library staff member if necessary.

15. A group, for its event, may bring in simple foods, such as finger foods, snacks and non-alcoholic beverages or have their event catered. The group assumes full responsibility for the cleanup of all waste that results from the serving of refreshments during the event. Any food made available to attendees will also be available to any member of the public who chooses to attend.

16. No cooking is allowed in any meeting room. Use of crock pots, hot plates, candles, incense, lanterns, or any items that contain a flammable product or that could cause a fire are not permitted.

17. The serving of alcoholic beverages may not take place during regular library hours and requires the approval of the Library Director or their designee.

18. Red or purple-based beverages, paint, birdseed, flower petals, confetti, glitter, or bubbles are not allowed in any meeting room.

19. Tobacco and Electronic Cigarette/Vape use inside library buildings, including meeting rooms, staff rooms, restrooms, or anywhere on library grounds is prohibited.

20. Special permission must be obtained for decorating, installing scenery, or moving furniture. No materials may be attached to or mounted to any surface (walls, windows, floors, doors, furniture, or fixtures) of the room without prior approval of library staff.

21. Use of hallways, including signage outside of the meeting room, is not permitted, unless arranged in advance with the Branch Manager or their designee.

22. Early entry and late access are not allowed without prior approval of the Library Director. Early entry and late access are not guaranteed, but may be permitted according to the availability of the room and the discretion of the Director.

23. All reservations are subject to immediate cancellation if it is discovered that the information given on the request is misrepresented.

24. The Library is not responsible for items or equipment left in the building before, during

or after an event. No group may store its materials at the library.

25. Animals, with the exception of service animals, may not be brought onto Library premises or grounds unless part of a Library sponsored program.

26. The Library reserves the right to take photographs of events for its own records and for future promotional materials.

27. Groups using meeting room space may not provide voter registration. Only library staff are authorized to register the public to vote.

28. Groups may not bring their own amplifiers or sound equipment.

## **Meeting Rooms in the Columbus Public Library**

### **Synovus A&B Room**

#### **Divisible Room, 122 & 123 contains:**

Each room contains a custom podium which houses a dedicated computer with Internet access and Power Point capability, Blu-Ray player, HDMI laptop connection, ceiling mounted projector, ceiling mounted speaker system and a Crestron touch screen on the podium that allows control of all AV equipment and sound from the podium. Each room has a wireless presentation remote, 1 handheld & 1 lavalier style wireless microphones. When these rooms are combined, the Synovus Room A (122) becomes the primary room, meaning anything being shown on the screen in 122 will also be shown on the screen in the Synovus Room B (123).

When the rooms are divided, the Crestron touch screen allows the equipment in each room to operate independently.

There are at least 12 tables & 45 chairs available in each room. If more furniture is needed, it should be requested in advance of your room reservation.

### **Auditorium**

The Auditorium contains a custom podium which houses a dedicated computer with Internet access and Power Point capability, Blu-Ray player, HDMI laptop connection, ceiling mounted projector, ceiling mounted speaker system and a Crestron touch screen on the podium that allows control of all AV equipment and sound from the podium. The auditorium also has a wireless presentation remote, 4 handheld & 4 lavalier style wireless microphones, and a microphone stand for “audience” questions.

There are three tables and 5 moveable chairs for use in the room/on the stage. If more or different furniture is needed, it should be requested in advance of your room reservation.

### **The Barbara and David Rothschild II Technology Room**

The computer lab contains 10 student computer stations and an instructor computer station. At the Instructor’s station, there is a control panel which allows for the control of all of the AV equipment. Each computer has Internet access as well as Power Point capability. The room contains a ceiling mounted projector and a wall mounted speaker system.

## **Special Equipment Information – Columbus Public Library**

### Audio Visual Equipment - Columbus Public Library

The Columbus Public Library encourages groups who will be using the AV equipment in the meeting rooms to make an appointment for a staff member to give them a brief overview of how to use the equipment. Staff is not available to run the equipment during the meeting. Equipment such as the presentation remotes and wireless microphones (lavalier and handheld) must be checked out with the Building Duty staff member or his/her designee. Customers are asked to leave a picture ID (driver’s license, military ID) until the equipment is returned.

## **After Hours Use**

1. Library facilities may be used for private events after regularly scheduled library hours for a fee, with a two-hour minimum. See chart below for hourly fees.
2. Fees will be paid by the user unless in the Director's judgment, special circumstances dictate otherwise. The costs may include but are not limited to the following:
  - a. Rental fees
  - b. Service costs
  - c. Equipment
  - d. Custodial personnel
  - e. Security
  - f. Administrative personnel
3. Approval for after-hours private use must be obtained through the Library Director or their designee.
4. All reservations must be made at least 4 weeks before the day of the event. Payment should be received by the branch where the event will be held 1 week prior to the event. If payment does not occur in this time frame, and contact cannot be made within 24 hours, the Library reserves the right to cancel the event.
5. Payment for the reservation of the meeting room and payment for any security fees must be made in separate payments.
6. Whenever a library is used after hours by another agency or private individual, a library employee must be on site.
7. Activities that allow the serving of alcoholic beverages may not take place during regular library hours and require the approval of the Library Director or their designee.
8. All users of library facilities will be required to sign a Hold Harmless Agreement when using library property.
9. Failure to comply with library policies and reasonable direction of staff, including concluding the event in a timely manner based on the approved booking duration, can result in cancellation of the group's ability to reserve library meeting spaces for up to six months.

### **Hold Harmless Agreement**

The user/use permit holder agrees to hold harmless the Muscogee County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend at users/use permit holder's expense, any legal action that may be brought against the Muscogee County Library Board, the Muscogee County Board of Education, the Muscogee County School District or its agents, officers, board members, or employees for personal injury and/or property damage during the period of use.

### **Alcoholic Beverage Agreement**

I understand that the serving of alcoholic beverages requires the prior written approval of the Library Director and is allowed only after regular library hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHATTAHOOCHEE VALLEY LIBRARIES  
MEETING ROOM FEES**

<i>Location</i>	<i>Seating Capacity</i>	<i>Fee per Hour</i>
<b>Columbus Public Library</b>		
Auditorium	120	\$ 200.00
Synovus Combined A+B Meeting Room	100	\$ 200.00
Rotunda/Grand Staircase/Auditorium		\$ 450.00
Barbara & David Rothschild Computer Lab	12	\$ 100.00
<b>North Columbus Public Library</b>		
Large Meeting Room	40	\$ 100.00
Small Meeting Room	10	\$ 75.00
<b>South Columbus Public Library Meeting Room</b>		
Pete Robinson Meeting Room	77	\$150.00
Aflac Computer Lab	13	\$100.00
Yancey Family Foundation Study Room	8	\$100
<b>Mildred L. Terry Branch Library</b>		
Alpha Kappa Alpha Meeting Room	80	\$150.00
Friends of the Library Meeting Room	16	\$100.00
Walker Meeting Room	4	\$75.00
<b>Cusseta-Chattahoochee Public Library Meeting Room</b>		
	40	\$ 100.00
<b>Marion County Public Library Meeting Room</b>		
	30	\$ 100.00
<b>Parks Memorial Public Library Meeting Room</b>		
	30	\$ 100.00