George H. & Laura E. Brown Library Meeting Room & Exhibit Policy

As part of its commitment to the community, the library provides free meeting space for community groups, organizations, agencies and businesses, for up to forty (40) people, subject to the following guidelines.

1. Meeting areas and exhibit spaces may be used only during library hours. Meeting rooms are available during hours when the library is open. Groups must vacate the meeting room 15 minutes before closing time. Advance registration requests can be submitted no more than twelve weeks (3 months) in advance. To ensure equitable use of library facilities, the library reserves the right to limit usage to no more than four (4) meetings per month.

2. All programs, meetings, and exhibits shall be open to the public. Fees may be charged or solicited by the user to any persons attending such functions with the permission of the library director to defray the costs of purchased entertainment, speakers, or production. A portion of any proceeds raised by said group/organization will be retained by the library department of the City of Washington. This amount will be agreed upon prior to the event/usage in/of the multipurpose room by the library director and the user.

3. Commercial and profit-making groups, organizations or agencies must pay a fee as adopted by the City Council of Washington, North Carolina.

4. Programs, meetings, and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations. Although the library does not censor materials, all exhibit should nevertheless be in good taste and suitable for the display in a public facility.

5. Library-related functions will be given first priority. Other requests will be considered on a first-come, first-served basis. Any previous approvals may be canceled at any time if the room is needed on an emergency basis for City of Washington business or the reservation conflicts with library programming. The reservation shall be canceled and may be rescheduled at the group's request.

6. Library facilities shall be left in a clean and orderly condition. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damage that
may occur as a result of the use of the facilities. Permission to use the library meeting rooms may be
withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture, or
fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be
asked to leave.

7. Meeting rooms and exhibit areas may not be used for private social functions, partisan political
groups, or denominational groups wishing to use the rooms for worship services. Committees or
associations affiliated with one or more churches will be allowed the use of the meeting room for
business transactions when no religious services are involved. Non-partisan political groups may also be
allowed space for educational meetings open to the public.

8. Light refreshments may be served, but groups may not prepare food on library property. Groups are
responsible for cleanup.

9. If in the opinion of the library director the purpose of a meeting is inconsistent with the reasons for
which the library exists, use of the facilities may be denied. Also, any group or individual may be
rejected for any present or past violations of the guidelines presented above. Individuals or groups
denied use of the library facilities may appeal to the George H. & Laura E. Brown Library Board of
Trustees.

In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly
identified. Groups must not imply library sponsorship of their program or organization, or include the
library’s contact information in their publicity. Permission to use a public gathering place does not
constitute an endorsement by the Library of the program or point of view expressed.

Study Rooms

The study rooms of the George H. & Laura E. Brown Library may be used by the general public during
the regular hours that the library is open. The study rooms may be reserved for up to four (4) people.

1. Advance registration requests can be submitted no more than twelve weeks (3 months) in advance.
2. To ensure equitable use of library facilities, the library reserves the right to limit usage to no more
than three (3) hours per day.
3. Use must not exceed the maximum occupancy for the study room.
4. If the representative of the group who has reserved a room fails to check in with the library staff
within fifteen (15) minutes of the start of the reservation, the library may, at its discretion, cancel the
reservation.
5. Failure to follow this policy may result in the loss of future reservation and use privileges.

I have read, understand, and accept the responsibility of complying with the guidelines stated
above.

Signature: __________________________________________ Date: ________________________

Approved by Library Board of Trustees – March 16, 2017