CORDELE-CRISP COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

AVAILABILITY OF MULTIPURPOSE ROOM

The Multipurpose Rooms of the Cordele-Crisp County Library are available for use by groups meeting the criteria specified in this document. The Multipurpose rooms are used primarily for the library's own activities and can be made available to other groups only when there is no conflict with the library's own needs.

The large Multipurpose Room seats a maximum of 100 people when not using tables; 60 people when using tables. The small Multipurpose Room seats a maximum of 35 people when not using tables; 20 people when using tables.

The rooms are booked on a first come, first served basis. Standing bookings cannot be made. Bookings will not be made more than twelve (12) months in advance. Any usage of other portions of the library and the grounds other than the Multipurpose Rooms are subject to approval by the Board of Trustees.

The room may not be used for more than 8 hours in any one 24-hour period by any group. The group must vacate the building by 10:00 PM. The group may NOT enter the building before 9:00 AM. The room may not be reserved on any day that the library is NOT open.

ELIGIBILITY FOR USE OF MULTIPURPOSE ROOMS

The Multipurpose Rooms are provided as a public service, subject to fees and regulations approved by the regional library board of trustees. Any special request for use not herein stated must be approved by the board of trustees. Groups using the rooms may not disturb or interfere with the general use of the library.

The Multipurpose Rooms are available for public gatherings of a civic, cultural, or educational character but not for money-raising, or commercial purposes. All functions in the Multipurpose Room are open to the public, i.e., to anyone in the library. No library user can be prevented from attending any function in the Multipurpose Room.

The use of the Multipurpose Rooms will normally be limited to adult groups (persons over 18). However, the rooms maybe used for the purposes already specified by young adult and children's groups, provided the rooms are reserved by an adult who will be present throughout the entire meeting and be responsible for supervision during the meeting.

ADMISSION CHARGE

The organization and/or group using the rooms cannot charge any form of fee for people attending the meeting, nor can they sell any material in the library facility. Meetings and exhibitions sponsored by the library or by an approved non-profit educational group or institution holding short term classes, institutes, discussion groups, or forums may collect dues or charge a registration fee.

RESPONSPONSIBILITY/LIABILITY

A representative of the organization or group using a room is required to sign an agreement assuming responsibility for the use of the room. This person will be held responsible for the proper conduct of those attending the meeting and for the expense of any damage to library property. This form must be signed and fees paid before the room can be used. No reservations will be considered firm until a signed agreement has been received.

The Board of Trustees and the Library staff do not assume responsibility for loss, theft, or damage incurred to personal or rental property brought into the building or onto the grounds, nor assume liability for any injury to person(s) during the time the room is used. No liability is assumed by the Board of Trustees for vehicles or equipment on the Library grounds.

PROVISIONS FOR USAGE

1. The meeting must begin before the library closes. No key will be given out to the room or the building. The responsible individual should arrive before the library closes. No one will be allowed into a meeting room without a responsibility form having been signed by a representative of the group and the fee having been paid.

2. No posted advertising is permitted on the building structure, or on the grounds, without prior permission.

3. The organization or group reserving the room are responsible for setting up the room for their meeting "and returning the area to its original state. Multipurpose Room bookings include, tables, chairs, heat and/or air conditioning, lighting, bathrooms, and water as installed. The user is responsible for setting up for activities as desired, and for any additional equipment needed. The user are also responsible for returning the premises including the bathrooms) to a neat and orderly condition. This must be done before the group leaves the library.

4. The room must be cleaned before the group leaves the building. Any spills on carpet or food crumbs must be removed. Do not leave with the intention of returning to clean up.

5. Users are expected to remove all trash and litter from inside the building, bathrooms included. Trash must be disposed of in the garbage container located behind the building.

6. Kitchen facilities in the large room are limited. Food brought in must be prepared in advance. The user is responsible for restoring the kitchen to its original condition. There should not be any food or drink left in the kitchen and all surfaces and countertops should be wiped down. No cooking utensils are furnished by the library. **No food or drinks are allowed in the small room.**

7. The library does not have a paging system nor staff available to relay messages to the Multipurpose Rooms. Please inform participants that a pay phone is not available and that the library business phone is not available for use by participants.

8. Any available audiovisual equipment must be reserved in advance and must be checked out on a patron's library card. The user is responsible for insuring that the equipment is secure when in use in the room.

9. No smoking, alcoholic beverages, Illegal drugs, gambling or firearms shall be permitted on the library grounds or in the library facility. **No open flames, sterno lights or grills are allowed, either in the meeting room or in the parking lot.**

10. All state and local fire codes must be observed in addition to any other City Codes and Ordinances.

11. The person and/or organization making the reservation is also responsible for: turning off all of the lights, seeing that the building is cleared and securing the doors.

RESERVATIONS
Reservations for the room should be made at least 24 hours in advance. The library will not guarantee regular meeting place for any non-library sponsored function. In fairness to all groups, separate reservations must be made for each meeting.

Reservations should be made through the library staff. Required information includes name and nature of the group, the number of persons expected to attend, and the name and telephone number of the person making the reservation. Reservations for necessary audiovisual equipment and/or materials should be made at the time of the reservation.

For a group which has not previously used a room, the person responsible for the group MUST come into the library to read these regulations and to sign the form stating that he/she has read these regulations. Arrangements can be made to mail the regulations and the form to the person. A tentative reservation can be made which will be confirmed when the signed form is returned to the Library.

The following maintenance fee(s) will be charged for Multipurpose Room use:

1. $60.00 for use of the large room; $40.00 to use of the small room. An additional $5.00 charge if food or drink is to be served in the large room.

There is

2. $25.00 janitorial deposit is required for a group's first use of either room. This fee will be returned if the area is left in neat and orderly condition.

3. Any additional costs incurred for damages or cleaning beyond the normal limits to the carpet and/or furnishings will be charged directly to the person signing the form.

The maintenance fee and the janitorial deposit should be paid when the reservation is made. Use of the room will not be allowed until these are paid. There will be no fee for library-sponsored programs. The only waiving of the maintenance fee and the janitorial deposit will be for using the opaque projector in the room for one hour or less.

PARKING AND ENTRANCE
Parking when having a meeting is in the back (Wall Street) parking lot. The back door will remain locked at all times but a prop is available for use. It will be helpful to tell those attending the meeting where to park and enter.

BATHROOMS
Bathroom facilities are accessible to the room. If the meeting continues after the library has closed, the person and organization making the reservation will be responsible for making sure the bathrooms are left clean and that the lights of both bathrooms are turned off. Failure to abide by these regulations will result in a fine of $5.00

LIBRARY NAME- PUBLICITY

In any publicity concerning the use of this room at the library, organizations are asked to use the correct name of the library (Cordele-Crisp Carnegie Library) and to make it clear that the library is not a sponsor of the meeting.

USE OF LIBRARY PERSONNEL
Library personnel cannot be provided to assist in the handling of exhibits, operation of audiovisual equipment, etc.

FIRE ALARM
The building is equipped with a fire alarm system. If a fire is detected by the system, the alarm will sound. Anyone in a meeting room should exit by the fire exits--either through the fire exit on the back (Wall Street) side or down the hallway to the east (6th. St.) side of the building. If anyone using a meeting room sees a need to activate the fire alarm, there are two pull stations - One by the Wall St. door and one down the hallway towards the east side fire door. If the library itself is closed when the alarm sounds, or when a fire is discovered, the people using the room should find a phone to call 911.

CANCELLATIONS
The Library is to be notified immediately a reservation needs to be canceled. This will make the room available to other groups. Any fees that have been received will be refunded if the reservation is canceled before the set meeting time.

COPIES OF REGULATIONS
Copies of these regulations are available to any patron and are given to each person who signs the consent form. A framed copy of these regulations are posted in each room for reference.

Approved by the Crisp County Library Board of Trustees – October 19, 1995. Amended January 7, 2010. Amended July 5, 2012.