

LAKE BLACKSHEAR REGIONAL LIBRARY  
POLICIES FOR USE OF MULTIPURPOSE ROOM -- EFFECTIVE JANUARY 8, 2020

MAINTENANCE FEES

A maintenance fee will be assessed for use of the Multipurpose Room to help defray the expense of maintaining the room for public use. The maintenance fee should be paid when the reservation is made. Use of the room will not be allowed until the fee is paid. There will be no fee for library-sponsored programs or for meetings of government agencies (city, county, state, federal, public school or any multi-jurisdictional group like the Regional Development Center of the E911 Task Force). The only other exception will be for using the opaque projector. If the person needing to use the opaque projector will be in the room for one hour or less, the maintenance fee will be waived.

The maintenance fee schedule is as follows:

\$100.00 for using the room for one day. This would include the time it takes for your group to set up and clean up.

A \$100.00 deposit is required. This deposit will be returned if the room is left in a neat and orderly condition, but if the costs of any damage exceeds the \$100.00 deposit, additional fees may be charged.

RESPONSIBILITY

The person making the reservation must have a valid PINES library card. They will be required to sign a form stating that the regulations have been read and understood. 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. No one will be allowed in the room until the person making the reservation is in attendance. It is also required that groups using the room maintain quiet so as not to disturb others using the library.

It is the responsibility of each group to arrange the chairs and tables in the room to fit the needs of the meeting. The room, the bathrooms, and hall must be left in a neat and orderly arrangement. Materials and equipment brought by a group must be removed at the end of the meeting. The EXIT doors should be kept closed at all times. The emergency exit door in the Multipurpose Room should be opened only in the case of a fire. If a door is found open or if any library property is found to be missing, the person and/or organization making the reservation will be held responsible. The person and/or organization making the reservation is also responsible for: turning off all of the lights in the room, bathrooms, and hall (if the library is closed); seeing that the building is cleared, seeing that the thermostat is returned to 62 degrees in the winter and 78 degrees in the summer and securing all EXIT doors. Failure to abide by these regulations will result in a fine of \$25.00 per infraction and may result in the loss of eligibility to use the room.

REFRESHMENTS AND SMOKING

Only the serving of light refreshments is allowed. The person and/or organization making the reservation is responsible for making sure that all food and drinks are removed at the end of the meeting and that trash and garbage is put in the provided container. Trash and garbage that does not fit in the CLOSED container is the responsibility of the person making the reservation and should be removed. A carpet sweeper is available for groups for clean up. It is stored in the sink/storage closet area. Failure to abide by these regulations will result in a fine of at least \$5.00. Smoking is NOT allowed in the Multipurpose Room, the hall, or the bathrooms. Alcoholic beverages are not allowed. All types of open flames, candles and Sterno-type chafing fuels are prohibited.

### ADMISSION CHARGE

Admission fees may not be charged, nor may sales or auctions be held.

### 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 (Lake Blackshear Regional Library) and to make it clear that the library is not a sponsor of the meeting.

### AVAILABILITY OF MULTIPURPOSE ROOM

The Multipurpose Room of the Lake Blackshear Regional Library in the headquarters building in Americus is available for use by groups meeting the criteria specified in this document. The Multipurpose Room is to be 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 library cannot accept reservations for a series of meetings which will designate the library as the regular meeting place for any organization.

The Multipurpose Room seats a maximum of 100 people when not using tables; 60 people when using tables. These numbers have been set by the fire marshal.

The room may not be reserved for a day when the library is NOT open. The meeting must begin before the library closes. The group must vacate the building by 10:00 P.M. The group may NOT enter the building before 9:00 A.M. No key will be given out to the room or the building.

### ELIGIBILITY FOR USE OF MULTIPURPOSE ROOM

Eligibility of a group for the use of the Multipurpose Room must be approved by the Library Director or Assistant Director and is subject to review by the Library Board.

The Multipurpose Room is 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. Groups using the rooms may not disturb others using the library.

The use of the Multipurpose Room will normally be limited to adult groups (persons over 18). However, the room may be used for the purposes already specified by young adult and children's groups, provided the room is reserved by an adult who will be present throughout the entire meeting and be responsible for supervision during the meeting and provided that the meeting is open to the public.

### RESERVATIONS

Reservations for the room should be made at least 24 hours in advance. The library will not guarantee a regular meeting place for any non-library sponsored function. In fairness to all groups, separate reservations must be made for each meeting (one reservation at a time). Reservations should be made through the Circulation Department. Information required 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 each meeting, the person responsible for the group should 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 or fax 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 Circulation Department.

## 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.

## 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 the meeting room should exit by the fire exits -- either through the fire exit on the west wall or by entering the hall to exit at the end of the hall. If anyone using the meeting sees a need to activate the fire alarm, there are two pull stations -- one in the multipurpose room and one in the hall next to the fire extinguisher box. 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.

## TELEPHONE

Currently there is not a pay phone. The library does not offer paging service and, therefore, staff will not get people out of the room for phone calls. People using the Multipurpose Room should not give the library phone number to people and expect to be paged.

## USE OF LIBRARY PERSONNEL

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

## CANCELLATIONS

The Circulation Department is to be notified immediately if a reservation needs to be cancelled. This will make the room available to other groups. Any fees that have been received will be refunded if the reservation is cancelled before the previously arranged starting 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 is posted in the room for reference.

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Approved by the Sumter County Library Board of Trustees  
April 16, 1970; Revised August 19, 1980; Revised July 9, 1987; Revised January 13, 1994; Revised April 8, 2004;  
Revised July 7, 2009, January 4, 2011, Revised October 2, 2012, Revised January 10, 2013, Revised January 7, 2020

## AGREEMENT

I have read and understand the Policies for Use of Multipurpose Room – 2020 of the Lake Blackshear Regional Library.

I agree to abide by these policies and to see that other persons involved in my organization's meeting also abide by them.

I understand that failure to abide by the policies will be cause to have fines charged to me and/or my organization and/or to have use of the room denied me and/or my organization.

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Complete Name of Organization

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Signature of Person Responsible for Room

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Name of Person Responsible for Room (Please Print)

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Date