



# Richland County Public Library

2001 LIBRARY OF THE YEAR

**Please Read Before Signing Application**  
**POLICIES AND PROCEDURES FOR USE OF MEETING ROOM**

All Meetings are Free and Open to the Public

**Subject to prevailing time, place, and manner of regulations, the Library meeting areas may be booked on a first-come, first-served basis for public gatherings of the following types of groups:**

1. Community groups with a cultural, educational or civic emphasis under non-profit sponsorship.
2. Governmental agencies, municipal and state.

**ROOMS ARE NOT AVAILABLE FOR THE FOLLOWING:**

1. For profit organizations.
2. Groups charging admission fees or asking donations.
3. Classes conducted by instructors for their profit.
4. Non-library related groups soliciting or actively selling items or services.
5. Social gatherings, social activities, unless sponsored by the Library or private meetings not open to the public.
6. Rallies or campaigns for specific partisan political issues or candidates.
7. Fund raising activities or events, except those sponsored by the Library for funds for the Library.
8. Any unlawful purpose not consistent with the U. S. Constitution.
9. Activities likely to disturb regular library function.
10. Press Conferences.
11. For profit workshops.
12. Performing arts groups, only when sponsored by the Library.

## **RESERVATIONS**

All programs and meetings shall be open to the general public. The Library will make every effort to meet the needs of all disabled persons using meeting room space. No meetings shall be held from which the media is excluded.

Meeting room reservations may be made on the library's website, in person or by telephone. The person reserving the meeting room must be at least 18 years of age and must be present at the meeting. In addition, an adult must be present during the entire use of the facility by the group. Completion of a Meeting Room Application is required to confirm any booking request. Applications may be obtained at <http://www.myrcl.com/rcpl/policies-and-procedures-use-meeting-rooms>, at the information or circulation desk of any library location, and may be submitted online, in person, by mail or FAX. Confirmation of a reservation will be returned by email or telephone.

One reservation at a time may be made by each organization. A date for the next meeting may be reserved only after the first meeting has been held. Meeting rooms may not be booked more than 2 months in advance.

No standing reservations may be made. Booking will be on a first-come, first-served basis. First priority is given to Richland County Public Library programs, agencies, and affiliated groups such as Friends of the Richland County Public Library for public programs, staff trainings and business meetings.

The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using a meeting room either by vandalism, abusive action or other disturbance, or not using the space for the stated purpose of the policy. Rooms will not be available for use by groups or individuals who have demonstrated a history of unreliability in meeting library requirements. Users shall conform to all laws, ordinances, regulations, and library rules. Fire regulations concerning room capacity and access to exits must be observed. Rules regarding smoking, eating, and drinking must be followed.

Non-library groups are encouraged to reserve meeting rooms no more than once a month in a 12-month period, or no more than once a week for six weeks duration. A site manager may make an exception if demand allows. Groups are also encouraged to reserve meeting rooms at least 48 hours prior to the date requested. Rooms are not available for groups prior to their reserved time without approval of the site manager.

## **CANCELLATIONS**

The Library requests at least 24 HOUR NOTICE OF A MEETING CANCELLATION, except in the case of inclement weather. In unforeseen emergencies in which the Library has to cancel a meeting, the Library will attempt to give the group as much notice as possible. If cancellation is made 24 hours or more in advance, a refund will be mailed by the Library's Finance Office. If notice of cancellation is not given within 24 hours of meeting time requested, no refund will be given.

## **CHARGES FOR LIBRARY LOCATIONS**

There will a charge of \$50 for use of the Main Library Auditorium. The auditorium has a capacity of up to 200.

Payment must be made in the form of a check when application is submitted. No cash will be accepted. If use of a meeting room is denied, check will be returned.

## **CARE & USE OF MEETING ROOMS**

The Main Library Auditorium will be set up in either conference or auditorium style. Conference rooms are arranged conference style only. No furniture may be added to conference rooms. Groups may arrange tables and chairs as desired with the requirement that they be returned to their original arrangement.

Branch meeting rooms must be set up by the groups according to their needs. Groups are required to return these rooms to their original arrangement.

Refreshments are allowed at some facilities. Please check with the site manager. Groups planning to have food and/or refreshments during their meeting must receive approval from the site manager prior to the meeting. Red punch or foods containing dyes that may stain carpets or furnishings are not permitted.

Simple food may be served by groups provided that the food is brought in ready to serve and the group supplies all utensils. The group is responsible for complete cleanup afterwards, to include removal of trash.

All meeting rooms must be left in a clean and orderly condition. Failure to do so may affect future bookings. Groups must assume all responsibility for damage to library facilities and equipment.

## **RESTRICTIONS**

1. Children cannot be left unattended in the Library while parents/guardians attend meetings.
2. Permission to meet in the Library does not in any way constitute an endorsement of a group's policies or beliefs. Neither the name nor the address of the Richland County Public Library may be used as the official address or headquarters for any organization.
3. Groups may not state nor imply that the Library is sponsoring their program. Publicity announcing meetings should in no way imply library sponsorship. Only those activities sponsored by the Library will be advertised by the Library.
4. No tape or adhesive of any kind may be used on the walls or furniture.
5. A group will not be permitted to hold regularly scheduled meetings utilizing library facilities unless sponsored or co-sponsored by the Library.
6. All meetings must be held during regular library hours. Meetings must end and meeting rooms must be empty fifteen minutes before closing.
7. The group's responsibility for the room shall be terminated only when they have informed a staff member that they have vacated the room and that it is ready to be secured.
8. The Library is not responsible for items left in its facilities. Storage space is not available, nor can the Library provide porter service into its facilities.
9. The Library does not provide audio-visual equipment or staff assistance. However, materials such as screens, carts, etc. **may** be available at some locations. Please check with site manager.
10. Groups are expected to comply with RCPL's Code of Conduct.

## MEETING ROOM APPLICATION

Please Read and Detach Policies and Procedures Before Signing Application Form  
Attendance will be limited to fire code regulations.

Person responsible for use of library facility: \_\_\_\_\_

Library Card # \_\_\_\_\_ or Driver's License# \_\_\_\_\_

Address: \_\_\_\_\_

City /State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Organization applicant represents \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Damage to Library Property: \_\_\_\_\_

(\_\_\_\_\_ I have read the policies for use of meeting rooms and accept them.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUEST MEETING ROOM AT LOCATION DESIRED:

#### •Main Library

1431 Assembly Street  
Columbia, SC 29201  
929-3457 / FAX 929-3448

#### Garden Level

\_\_\_\_\_ Lucy Hampton Bostick Auditorium  
\$50.00 Charge (Cap.200)  
\_\_\_\_\_ Baker & Baker Conference Room  
(Cap. 10)

#### First Level

\_\_\_\_\_ Bank of America Conference Room  
(Cap. 20)

#### Second Level

\_\_\_\_\_ Irwin Kahn Conf. Rm. (Cap. 10)  
\_\_\_\_\_ Julius McKay Conf. Rm. (Cap. 10)

#### Third Level

\_\_\_\_\_ Landrum /Powell Conference Rm.  
(Cap. 10)

#### •Cooper Branch

5317 N. Trenholm Road  
Columbia, SC 29204  
787-3462 / FAX 787-8040  
\_\_\_\_\_ Meeting Room (Cap. 50)

#### •North Main Branch

5306 N. Main Street  
Columbia, SC 29203  
754-7734 / FAX 754-7296  
\_\_\_\_\_ Meeting Room (Cap. 50)

#### •Northeast Regional Branch

7490 Parklane Road  
Columbia, SC 29223  
736-6575 / FAX 736-7853  
\_\_\_\_\_ Conference Room (Cap. 10)  
\_\_\_\_\_ Meeting Room (Cap. 50)

#### •Southeast Regional Branch

7421 Garners Ferry Road  
Columbia, SC 29209  
776-0855  
\_\_\_\_\_ Conference Room (Cap.10)  
\_\_\_\_\_ Meeting Room (Cap. 50)

#### •St. Andrews Regional Branch

2916 Broad River Road  
Columbia, SC 29210  
772-6675 / FAX 731-2983  
\_\_\_\_\_ Meeting Room (Cap. 50)

#### •Sandhills Branch

1 Summit Parkway  
Columbia, SC 29223  
699-9230 / FAX 699-0491  
\_\_\_\_\_ Meeting Room (Cap. 50)



Richland County Public Library  
Columbia, South Carolina

