

# Thomas Lee Hall Library Meeting Room Use Policy

## Purpose and Availability

The use of meeting space is provided free of charge to individuals and groups for civic, educational, and philanthropic purposes. Groups using the meeting room must be affiliated with Fort Jackson. Attendance at meetings may not be restricted based on age, race, sex, religion, national origin, disability or any other legally protected status. Approval to use meeting room space does not constitute an endorsement by the Library.

## Facilities and Equipment

The meeting room will only be available during Library hours. Room setup is the responsibility of the group. The room must be returned to its original condition once the meeting is over. Meetings must end, and room returned to original condition, 20 minutes before closing.

Library equipment and services may vary. All requests for equipment and services must be made in writing at the time the meeting room is reserved. Lost or damaged Library equipment must be replaced; the person making the application for the use of the room is held responsible. The Library is not responsible for equipment, supplies, or any other materials owned by a group and used in the Library.

## Guidelines for Public Use

1. The meeting room is only available during posted library hours. Meeting rooms must be vacated 20 minutes prior to closing time.
2. Application must be made at least 24 hours prior to the meeting but not more than 2 months in advance. Use of the meeting room by the Library takes precedence over all outside requests.
3. Reservations for regularly scheduled meetings on a weekly, monthly, or other recurrent basis must be approved by the Library Director on a case by case basis.
4. Refreshments may not be brought into the Library without approval; alcoholic beverages are prohibited. Smoking, tobacco products, or open flames are not permitted. Accidents must be reported to a staff member.
5. Individuals booking the meeting room must be at least 18 years of age.
6. No conduct disturbing regular Library use or infringing on any Library rules is permitted. The individual who signs the meeting room request is responsible for the supervision of the group.
7. A minimum of 5 attendees is required to reserve the room with a maximum of 25.
8. Abuse of meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.
9. The Library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the Library of a cancellation of a meeting at least 24 hours in advance. If a group cancels two times in a six month period without notice, their meeting room privileges may be suspended.
10. Users are responsible for publicity and registration. Except as a designation of location, the name of the Library may not be used in any publicity. Publicity may in no way suggest that the activity is an official Library or DFMWR event.
11. The following uses of library meeting rooms are not permitted:
  - Religious ceremonies or services. *Discussion groups studying materials such as the Bible, Torah, Koran, etc. are permitted.*
  - Political rallies. *Meetings at which the candidates will discuss current election issues are permitted provided that all candidates for the same office have been invited.*
  - The sale or promotion of products or services. *Businesses requesting use of meeting rooms for training or managerial purposes will be given individual consideration.*
  - Groups charging admission or soliciting donations. *Non-profit organizations or educational institutions offering classes or seminars may be permitted to charge a fee with prior approval.*
  - Social functions or recitals unless sponsored by the Library.
  - Activities likely to disrupt regular Library operations.
  - Hanging signage etc., on meeting room walls.

## Review or Appeal Process

Exceptions to this policy may be made at the discretion of the Library Director or his/her designee. Individuals or groups who are denied the use of a meeting room may appeal to the Director. Such appeal shall be filed in writing with the Director within 10 days of rejection of the application.