
MEETING ROOM POLICY

The primary purpose of the Franklin County Public Library meeting rooms is to support library programs and activities. Therefore, library and library sponsored programs take precedence over all other activities in the scheduling of its meeting room space. When not required for library use, they may be available to Government agencies and non-profit organization, individuals or community groups whose purposes are civic, cultural, educational, or recreational in nature. Final authority for the use of the library meeting rooms/outdoor spaces rest with the Library Director or designee.

- Use of the meeting room is by reservation only. If the meeting room is unscheduled it may be used by the public on a first-come/first-served basis, if the use conforms to the policy.
- The meeting room is available for use during regular library hours. Meetings should end 15 minutes prior to library closing to allow for cleanup and exit before library is locked.
- All meetings must be open to the public and no attendance or entry fee may be charged.
- Instructors or facilitators cannot charge for their programs. Any donations must be made to the Friends of the Franklin County Public Library, who is the 501-c3 fundraising organization.
- Fundraising is prohibited, except for the benefit of the Franklin County Public Library or the Friends of the Franklin County Public Library.
- Refreshments are permitted if they are provided by the organization holding the meeting and proper cleanup of the room is assured. Alcoholic beverages may not be served, nor is smoking permitted anywhere in the library building.
- Attendance must not exceed that limit established by the library and the Fire Marshall.
- Use of the library meeting room does not imply library endorsement, and no promotional materials should state or imply library endorsement or sponsorship of the event or the organization. The library should only be listed as the location of the meeting. Groups may not use the library name or address as their own or store their property at the library between meetings.
- The representative of the group reserving the meeting room must complete any forms assuming responsibility for any damage done to the library facilities or equipment prior to the scheduled meeting.
- The Library will only provide equipment that is already installed in the meeting rooms and the individual or group must make library staff apprised when Library equipment will be used. The representative assumes responsibility for proper use of equipment.
- Setting up and taking down of chairs, tables, or equipment; cleaning and returning the room to its original condition at the end of the meeting is the responsibility of the user and should be anticipated when scheduling the room use. Library staff is available to assist in setting up and/or breaking down the rooms (tables/chairs); prior arrangements should be made to notify staff.
- Children may not be left unsupervised in the public areas of the library. If your group brings children, please make arrangement for their supervision. Library staff is not responsible for the safety or well-being of unsupervised children. The general Library use policies are still in use during an approved and scheduled meeting.
- Notifications to the Library of cancellations must be made to make said date available for use.

Revised March 2017