

Clayton County Library System  
**MEETING ROOM POLICY**

The Clayton County Library System is pleased to offer free meeting room space for community use. The availability of meeting room space is on a first-come, first-served basis by application.

Maximum Capacity of the Meeting Rooms at:

Forest Park	45 persons	Morrow	45 persons
Riverdale	30 persons	Lovejoy	30 persons
Headquarters	75 persons		
Jonesboro	no meeting room available		

Headquarters Board Room 15 persons

When requesting meeting room space keep these guidelines in mind:

- **All programs and meetings must be free and open to the public.**
- **Meeting room space is not available for private meetings and events.**
- **Individuals signing the Meeting Room Application must have a current PINES borrower's card in good standing and show proof of Clayton County residency.**

**Rules & Regulations / Eligibility**

1. Those using the library's meeting rooms are subject to the rules set forth in the Library System's Code of Conduct, and agree to observe, and comply with all policies, rules, and regulations of the Clayton County Library Board of Trustees, the Clayton County Board of Commissioners and any applicable state laws.
2. Priority for meeting room usage is given to library sponsored programs. Library staff has the authority to re-assign specific meeting rooms, or cancel scheduled programs based on library needs. Library staff will notify meeting room users in the event of cancellation.
3. The Library reserves the right to review each prospective use and determine whether or not that use falls within the Clayton County Library System meeting room guidelines.
4. A completed meeting room application should be submitted to the library manager or designee two weeks prior to the meeting by an adult who will personally be responsible for the conduct of the meeting, adherence to the policy, rules and regulations and the payment for any damages caused by the meeting. Meeting room applications are available on the Library System's website ([www.claytonpl.org](http://www.claytonpl.org)) or at

Clayton County Library System  
**MEETING ROOM POLICY**

any library location. Acknowledgement of approval of a meeting room application will be sent to the requestor prior to the scheduled event.

5. Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

6. Individuals signing the Meeting Room Application must have a current PINES borrower's card and show proof of Clayton County residency.

7. To ensure all groups have equal opportunity to book meeting rooms, organizations and groups can reserve meeting rooms twice per month. No group can reserve meeting room more than (60) days in advance of the date desired.

8. Scheduled use of rooms shall be during normal library operating hours. All meetings must end no later than 15 minutes prior to the scheduled closing time of the library.

9. Permission to meet in the library does not constitute an endorsement of an individual's or group's beliefs.

10. Users of library meeting rooms may not at any time, use the name, address nor telephone number of the Clayton County Library System as the official address or headquarters for any individual, organization or business.

**Charges, Fees, Accessibility**

11. Programs involving the advertising or promotion of commercial products or services are prohibited. No donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.

12. For-profit organizations or businesses may not use the meeting room unless the program is a library- sponsored program.

13. The Clayton County Library Board of Trustees reserves the right to cancel or suspend any permission granted to any group or organization that violates the policy or rules and regulations governing room use.

Clayton County Library System  
**MEETING ROOM POLICY**

14. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or individuals in the building.

15. Both the individual and the groups using the room assume all liability for any damage, or injuries, that occur during, or due to, the moving and set up of library furniture and equipment.

16. Due to space constraints, the library may not be able to post flyers or other material relating to meeting room use.

17. Any print or online publicity listing the library as the meeting/event location must be pre-approved by administration prior to being published or publicly posted.

**Food, Beverages and Smoking**

18. Refreshments are allowed at some facilities where kitchen facilities are available with prior approval. Please check with the facility manager.

19. Smoking is not permitted in the meeting rooms or anywhere in any of the libraries.

20. Alcoholic beverages may not be served or consumed in any part of the library or on library property.

**Cleaning and Damage**

21. Meeting rooms are available at no charge. However, fees may be assessed to meeting room applicants PINES account for the repair of damages to facilities.

22. At the conclusion of the meeting the room must be returned to the condition it was in prior to the meeting. All tables and chairs should be put up and trash disposed of in appropriate containers. If food or drinks are served, trash should be taken to the outdoor trash receptacle. If necessary, the meeting room should be vacuumed. Kitchen facilities must be returned to clean & orderly condition.

23. The person(s) holding the meeting are responsible for set-up of tables and chairs unless prior arrangements have been made with library staff. Staff is not responsible for meeting set-ups.

For more specific information regarding meeting room usage at any of our Library facilities, please call the facility of interest. Information may also be found on the Library System's website at [www.claytonpl.org](http://www.claytonpl.org).

Clayton County Library System  
MEETING ROOM POLICY

Thank you for your interest in our meeting room facilities.

The Clayton County Library System does not discriminate in making its facilities available to the community on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability.

Adopted 7/8/14

*Brenda Morant*

Brenda Morant - Board Chair

*July 8, 2014*

Date