

Meeting & Program Room Spaces Policy



Rules and Regulations

1. Eligible community groups will be approved on a first-come, first-serve and space available basis. **However, library sponsored events have priority. When scheduling conflicts arise, priority will be given to library events first.**
2. Applicants must be 21 years or older at time of application and be in possession of a Clayton County issued PINES card/account in good standing & valid State of Georgia ID.
3. Proof of non-profit (501(c)3 status must be provided with documents showing IRS tax exempt designation.
4. Any advertisements or flyers relating to use of a CCLS Meeting & Program space can be accepted as documentation during reservation.
5. CCLS Meeting & Program spaces must be requested at least (2) weeks before the date of event. To ensure that all groups have equal opportunity to book meeting rooms, groups can reserve meeting rooms twice per month, one month at a time. No group can reserve a room more than 60 days in advance of the date desired.
6. Available equipment must be requested at the time of the reservation.
7. All programs and meetings must be free and open to the public.
8. CCLS Meeting & Program spaces are not available for social gatherings (i.e. baby showers, bridal showers, birthday parties, weddings, etc.).
9. Meeting room reservations will be submitted through <https://claytonpl.org/use-the-library/rooms/>.
10. Meeting & Program spaces are provided “as-is.” Groups are responsible for set-up and breakdown.
11. All meetings and those in attendance must conform to local, state, & federal laws and regulations while on library property. **Attendees must also adhere to the Library’s Code of Conduct policy and maintain a noise level that is conducive to the overall operations of the library.**
12. Users of CCLS Meeting & Program spaces may not, at any time, utilize the library’s

- telephone number, or logo of the Clayton County Library System on their flyers and advertisements without prior approval from Library Administration.
13. No organization may hire outside security personnel for their event.
 14. Groups will be able to gain access to meeting spaces only during library operating hours and events must end at least thirty (30) minutes before library closing time.
 15. Groups utilizing Meeting & Program spaces must furnish their own supplies.
 16. Library staff will not be held responsible for any items left by organizations in Meeting & Program space at end of event after final room walk-through has been completed with Library staff.
 17. Smoking, vaping, e-cigarettes or the possession/consumption of alcoholic beverages is not permitted in any of the CCLS Meeting & Program spaces.
 18. Food is only allowed in specific rooms at specific facilities. Applicant may not store delivered food in staff lounge or staff refrigerator without prior approval from branch manager.
 19. Applicant is responsible for the clean-up and removal of all food waste & trash after program.
 20. Any damage to room should be brought to attention of Library staff immediately.



Mapillar Dahn, Board Chair

1/19/2023

Date

Approved by Clayton County Library Board of Trustees on January 10, 2023.

Library Services

BRANCH	ROOM TYPE	MAXIMUM CAPACITY	POTENTIALLY AVAILABLE AMENITIES	FOOD ALLOWED
Headquarters (HQ) 865 Battle Creek Rd, Jonesboro, GA 30236 770.473.3850	Meeting Room	75	Kitchenette, Interactive Monitor, Interactive White Board, Dry-Erase Board	Yes
	Computer Lab	18	PCs	No
	Board Room	10	Wall-Mounted TV	Yes
Forest Park 4812 West St, Forest Park, GA 30297 770.347.0160	Meeting Room	45	Wall-Mounted TV Interactive White Board	Yes
	Computer Lab	18	Projector, PCs	No
	Children's Room	15	Wall-Mounted TV	Yes
Lovejoy 1721 McDonough Rd, Hampton, GA 30228 770.472-8129	Meeting Room	30	Wall-Mounted TV, Kitchenette, Interactive White Board	Yes
Morrow 6225 Maddox Rd, Morrow, GA 30260 770.347.0170	Meeting Room	45	Wall-Mounted TV, Interactive White Board	Yes
Northwest 6131 Riverdale Rd, Riverdale, GA 30274 770.347.0290	Meeting Room	100	Projector, Dry-Erase Board, Kitchenette, Interactive Monitor, Interactive White Board	Yes
	Flex Space	24	Dry-Erase Board	No
	Computer Lab	24	Projector, PCs, Dry-Erase Board	No
	Board Room	12	Wall-Mounted Monitor, Dry-Erase Board	No
	Study Room 1	4	Dry-Erase Board	No
	Study Room 2	4	Dry-Erase Board	No
Riverdale 420 Valley Hill Rd. Riverdale, GA 30274 770.472.8100	Meeting Room	30	Kitchenette, Interactive White Board	Yes

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	Computer Lab	30	PCs, Projector	No
	Study Room 1	4	N/A	No
	Study Room 2	4	N/A	No
	Study Room 3	4	N/A	No
	Study Room 4	4	N/A	No
	Study Room 5	4	N/A	No