7.0 Meeting Rooms

A. Purpose: To provide regulations for the use of library meeting space to ensure equitable access to library facilities by community and governmental organizations.

B. Usage: The use of library meeting space is open for any lawful activity to groups or organizations. Permission to use library meeting space does not constitute an endorsement by the library of that group’s activities or beliefs.

C. Reservations:
1) When a meeting room is not in use by the Library or a New Hanover County department, the meeting rooms are available on a first-come-first-served basis to groups and organizations as specified in this document. These uses are scheduled on the basis of a completed application accompanied by payment for required fees as applicable.
2) Reservations will be taken on a first-come-first-served basis and should be made at least three days ahead of the meeting in order to ensure time for confirmation.
3) To allow availability for all groups, reservations cannot be made more than 90 days in advance.
4) Groups may only have two active reservations on the books.
5) Groups needing to hold meetings that run for five consecutive days (Monday-Friday) may do so but are only allowed to book one week.
6) All requests for meetings are subject to approval by the library administrative staff and to review by the Library Advisory Board.
7) No interview or audition style meetings are allowed.
8) A written confirmation from the library is required for use of library meeting rooms. Reservation requests can be made online from the library’s web page www.nhclibrary.org or by calling (910) 798-6311.
9) Rooms must be reserved by individuals over the age of 18. If the room is to be used by individuals under the age of 18, the group must be supervised by an adult who remains in the room during its use by the group.
10) Animals, insects and other living organisms may not be brought into the library. Trained Service animals are allowed.
11) Permission will be denied to any group whose purpose involves:
   a) Physical activity or exercise (including, but not limited to, cheerleading, dance class and martial arts).
   b) Clinical activities (including, but not limited to, vaccinations, blood draws, health screenings, massage, alternative medical treatments).
   c) Theatrical Props and Weapons of any type (including, but not limited to, toy guns, knives, and swords)

D. Fees: Room and/or equipment fees will be due 10 calendar days before the event, or the meeting will not be confirmed. If you have a late booking, payment will be due at the time of booking.
1) A non-refundable Administrative Fee of $5 must be paid by all groups at the time of booking for each reservation.
2) Businesses, for-profit groups, individuals, or any group that charges participants a registration fee or is engaged in a social or fund-raising event will be charged a non-
refundable fee based on the room(s) requested. Meetings which are primarily of a social nature will be charged the appropriate for-profit rate.

3) Non-profit or not-for-profit groups will not be charged room rental rates. Please check with Library administrative staff to see if your group type applies.

4) Computer Labs: Room Fees apply to all group types. Must be paid at time of booking.

5) Rental fees will be charged for the use of some audiovisual equipment. These can be reserved online or through the administrative office.

6) All equipment must be returned to Library staff promptly at the end of the meeting. Do not leave the equipment in the room after your meeting has ended.

7) Library staff are not allowed to set up personal or rental equipment (i.e. laptop, projectors, etc.) for your group.

8) Equipment rental fees apply to all group types.

9) Additional fees will be charged for any damage to, or cleaning of, the facilities and/or equipment.

10) Failure to leave rooms clean and in the proper set-up will result in a custodial fee and possible loss of future use (See also General Information).

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<th>Meeting Room &amp; Equipment Rates</th>
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<td><strong>Rates:</strong></td>
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E. General Information

1) Library staff members will not assist in the set-up or arrangement of rooms. If a group reconfigures the chairs and tables, the furniture must be moved back to the original setup prior to the end of their booking time. No furniture may be moved into or out of meeting rooms.

2) All advertisement for activities held in a library meeting room must clearly identify the sponsor by name and phone number and may use the name New Hanover County Public Library only to identify the meeting location.

3) Signs, banners, flyers, etc. may not be affixed to library property (no tape, tacks, nails, staples, etc.).

4) The use of hazardous materials, including materials that give off fumes or are highly flammable, is prohibited. Open flames are prohibited in library meeting rooms and on library property.
F. Refreshments
1) Light refreshments may be served (and must remain) in all meeting rooms, except for the Computer Labs.
2) Food cannot be eaten/served in the lobby or library areas.
3) No alcoholic beverages are permitted.
4) If you are using caterers, please make arrangements for food delivery at a time when a member of your meeting will be able to meet and direct them regarding the set-up of items.

G. Guests
1) The minimum and maximum number of attendees must be adhered to by room.
2) Guests and their behavior are the responsibility of the lessee.
3) The individual or organization rezerving the room will be responsible for any damage to library property.
4) Use of the meeting rooms must not interfere with the use of the library by others. Please be mindful of other groups and/or library patrons during breaks and when exiting your meeting room.
5) Persons attending meetings are subject to all library policies and regulations.
6) Attendees are not allowed to leave children unsupervised.
7) Smoking of tobacco products and/or electronic cigarettes is prohibited in all New Hanover County facilities and within 50 feet of a public entrance to County Facilities.

H. Cancellations/Changes
1) If any of your scheduled meeting times and/or dates change or need to be canceled, please call the Library Meeting Room Staff at (910) 798-6311 as soon as the change has been made so that we may allow other parties to use our meeting space.
2) The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule canceled meetings will be made.