



Approved : _____
NOT Approved _____
Date: _____
Initials : _____

# Villa Rica Public Library Application for Use of Library Meeting Room

West Georgia Regional Library System provides meeting room space as a service to the community for use by individual groups and/or organizations. The meeting rooms may be used by non-profit groups for meetings or programs of an informational, educational, cultural, civic, or professional nature regardless of the personal beliefs and affiliations of the individual members. The general policies and procedures for the use of meeting rooms in libraries in the West Georgia Regional Library System are within the jurisdiction of the West Georgia Regional Library Board. Each individual county library board may establish a meeting room policy for the libraries in that county; however, the county meeting room policy must not be in conflict with the regional policy.

The responsibility for implementing the county library meeting room policy and for scheduling the use of meeting rooms rests with the individual branch manager in charge of the building.

Name of Organization: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of meeting: (this should include set up/clean up time)

Beginning: \_\_\_\_\_AM/PM      Ending: \_\_\_\_\_AM/PM

Purpose of meeting: \_\_\_\_\_

Special Equipment needed: \_\_\_\_\_

Contact Person Name : \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Address of contact person: \_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Email Contact : \_\_\_\_\_

By signing below I certify that I have read and understand the rules and regulations regarding the use of the library meeting rooms .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- : Number of attendees expected:** \_\_\_\_\_      Large meeting room: Max Capacity—40/70  
*(Circle one of the rooms for meeting)*      Conference room: Max Capacity—20  
    Large study room: Max Capacity—10  
    Computer Lab : Max Capacity—12

**GUIDELINES:**

1. The meeting rooms may not be reserved for: a. Private social gatherings such as showers, parties, family reunions, etc. b. Commercial meetings or gatherings held for financial gain or furthering a commercial interest except by charitable non-profit organizations. c. Programs or classes that require a payment for attending or participating.
2. All activities in the library's meeting rooms must be free of charge and open to the public.
3. No funds may be collected on library premises with the exception of the following: a. Book sales or other fund-raising events conducted by non-profit Library Friends Groups or other non-profit groups in which the proceeds will go to the direct benefit of the library. b. Dues collected within a non-profit group. c. Fees charged by an organization for materials used in a program or for meals served as part of a program.
4. The library does not charge for the use of the meeting rooms. However, individual libraries may charge a refundable security deposit at the discretion of the county library board.
5. Use of the library's meeting rooms does not constitute endorsement by the library of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted.
6. All groups must vacate the meeting room no later than 15 minutes prior to library closing unless otherwise approved by county library board and librarian.

**MEETING SPACE:**

1. Requests for the use of meeting space must be made in person by completing an application form at least one week in advance of the meeting.
2. Meeting rooms are available for use during normal library hours, and must be vacated no later than 15 minutes prior to closing. Use of the meeting rooms outside of normal library hours is subject to approval by the county library board and the branch manager.
3. Library related functions will be given first priority. Other requests will be filled on a first-come, first-serve basis.
4. Branch managers must keep a calendar of scheduled use of the meeting rooms. This calendar must be available at the circulation desk or at a location accessible to the supervisor on duty and to the public.
5. At the discretion of the county library board and the branch manager, groups may reserve meeting rooms on a continuing basis. However, groups may not reserve meeting room space more than ninety days in advance.
6. Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups.
7. Rooms may only be reserved by groups of five or more.
8. If you have not received verification of application approval within 3 days, please call the circulation desk at 770-459-7012.

**REGULATIONS:**

1. Attendance at meetings must be limited to the specified capacity of the room.
2. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
3. The library cannot be responsible for lost or damaged materials used in exhibits or programs.
4. The length of time needed for the meeting should include time for setting up the room and putting it back in order at the end of the meeting.
5. Food and drinks are not allowed in the meeting rooms without prior approval from the library manager, and kitchen facilities are not available for cooking or heating food.
6. The individual making the reservation as well as the membership of the groups as a whole will be held responsible for any and all damages that may occur as a result of the use of the meeting rooms.
7. Permission to use the library meeting rooms may be withheld from groups damaging the room carpet, equipment, or furniture, or failure to comply with these rules and regulations. Groups causing disturbances during meetings will be asked to leave.