

Meeting Room Policy

Library Meeting Rooms are primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling the meeting rooms. When the rooms are not in use for library-sponsored activities, they are available for community use. Library meeting rooms are available for community use at the Main Library in Monroe, the Union West Memorial Library, and Edwards Memorial Library.

Room Capacity and Amenities:

Library	Room	Max Capacity	Amenities
Monroe	Griffin Room	120	Tables, Chairs, Kitchen, AV
Monroe	Hunley Room	20	Tables, Chairs, AV
Union West Regional	Meeting Room	65	Tables, Chairs, Kitchen, AV
Edwards Memorial	Hughes Room	50	Tables, Chairs, Kitchen, AV

Guidelines for Community Use of Meeting Rooms

Library meeting rooms are available for civic groups, government agencies, and nonprofit organizations. Use by other organizations for the public good may be approved at the discretion of library administrative staff (director, assistant director, or branch manager.) Rooms may be reserved up to 30 days in advance.

Library meeting rooms may be reserved by any Union County resident with a current library card in good standing, or by a representative of a local, state or federal government agency.

The meeting room request form can be found on the library website at www.unioncountync.gov/library. Library staff will confirm the availability of the room via email.

The number of tables and chairs, and any equipment requirements must be requested on the Meeting Room Reservation form. The person responsible for the booking is responsible for room set-up to meet the group's needs. The person responsible for the booking is also responsible for returning the room to its original state before the conclusion of the room reservation. All meetings must be scheduled to begin during regular Library hours and end at least 15 minutes before closing time. Participants must be out of the building by closing time. Failure to vacate on time will jeopardize the group's future use of a library meeting room.

Events in the library meeting rooms must not disrupt other uses of the library or disturb other library users. Amplified music or other broadcast sound is prohibited.

Children under the age of 10 attending events in meeting rooms cannot be left unattended in the Library.

No fees, including admission or donations, may be collected by any group other than Library support groups. By arrangement with the Community College, a class with a fee may be offered. In the case of a library program requiring supplies provided by the class instructor, class participants may be required to

Union County Library

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cover the cost of the supplies. Events sponsored by the Library or one of its support groups may allow sales by artists and writers associated with the event.

All Union County libraries are smoke-free facilities. Smoking is prohibited anywhere in the buildings. Open flames, including candles, are also prohibited.

Alcoholic beverages are prohibited on county property.

Food and drinks must be confined to the meeting room. Kitchen facilities may be used for beverage preparation or reheating prepared food. All kitchen space, utensils, and appliances must be left clean and orderly. All food trash must be secured in closed plastic bags. If a group is serving food or beverages and spillage occurs, the group will be charged a cleaning fee.

Meeting rooms must be left in good condition after use. If damage occurs, a \$50 fee will be charged to the person who submitted the room reservation. If the cost of repair or cleaning exceeds \$50, the additional charge will be assessed. The Library reserves the right to deny use of the meeting rooms to any group that repeatedly damages the facility or uses the meeting rooms in any way that is inconsistent with this or other Union County Library policies.