Meeting Room Policy & Rules for Morganton Main Library & Valdese Public Library

Policy:

Morganton Main Library and Valdese Public Library offer meeting rooms for the use of the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. These meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities.

Rules:

1. Meeting rooms in the Burke County Public Library System may be booked no more than sixty days in advance by customers at the Morganton Main Library or Valdese Public Library.

2. Meeting room reservations will be taken on a first-come, first-served basis, based on the date of submission of the request. Groups or individuals wishing to reserve a meeting room must initially submit the "long form" version of the meeting room reservation request form. If the information contained on the "long form" does not change, the group or individual may submit the "short form" of the meeting room reservation request form for subsequent meetings. Reservations will not be made over the telephone but reservation form(s) may be submitted to the appropriate Library by fax.

3. Except for affiliated organizations (BCPLS Board of Trustees, Friends of the BCPLS Library, Burke County Historical Society, and Burke County Genealogical Society), groups or individuals may not reserve meeting rooms continuously for the same time each week or month, if such reservations prevent other groups or the Public Library from using library meeting rooms.

4. Meeting room booking(s) may be cancelled by the BCPLS (after notice to the customer) if the booking is in conflict with Public Library System sponsored programming event(s).

5. Persons attending activities in the meeting rooms of the BCPLS are subject to all BCPLS rules and regulations. Use of the meeting room must not disrupt the use of the Main Library or Valdese Public Library by other customers.

6. No fees, dues, or donations may be charged or solicited from persons attending meetings in BCPLS meeting rooms. Exceptions may be made for meetings sponsored by the BCPLS or its affiliated organizations (see #4) involving small fees for short-term classes, institutes, workshops, etc.

7. No commercial, social, religious, and/or political functions will be scheduled at BCPLS meeting rooms.

8. Meeting rooms must be left in a clean and orderly condition. Groups or individuals holding meetings assume all responsibility for setting up and removing tables, chairs, and other furniture and equipment; for cleaning the room after use; and for any damage to BCPLS equipment and facilities during their meetings. A representative from each organization or the individual using a meeting room must sign an agreement (long form) accepting personal responsibility for damages or cleaning fees resulting from the group’s
or individual’s use of the room. The BCPLS is not responsible for providing extra chairs, tables, equipment, etc. needed for the group’s or individual’s functions beyond the existing tables, chairs, equipment, etc. located in the BCPLS meeting rooms at the time/date the "long form" of the meeting room reservation request form is signed by a group or individual. With prior permission by the appropriate site supervisor (Library Director, Library Managers, and Community Services Librarian), groups or individuals may temporarily bring extra tables, chairs, equipment, etc. needed for a particular meeting. All non-BCPLS property brought onto BCPLS premises must be immediately removed from meeting rooms after the meeting is finished.

9. Smoking is not allowed in the Morganton Main Library or Valdese Public Library. Persons wishing to smoke must exit the buildings to do so.

10. No eating or drinking will be allowed in BCPLS meeting rooms for non-BCPLS sponsored events.

11. Permission to use a BCPLS meeting room is NOT an endorsement by the BCPLS staff, trustees, etc. of the belief(s) of the group or individual utilizing BCPLS meeting rooms.

12. No group or member or any group or individual may attach signs, banners, or fliers to any BCPLS wall, ceiling, or piece of property without permission of the appropriate site supervisor (see #9)

13. The Library Director is authorized by the BCPLS Board of Trustees to deny further use of the Main Library’s meeting room or Valdese Public Library’s meeting room to individual(s) or group(s) that violate the BCPLS’ policies and/or procedures. Individual(s) or group(s) whose activities would tend to incite and/or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or that are purely commercial in nature will not be allowed to use the BCPLS meeting rooms.