

# MEETING ROOM POLICY

## RULES FOR MEETING ROOMS

1. Meeting rooms will be available for public use at times posted in the branches and on the Meeting Room Use form. Scheduled events may be pre-empted in the event of a special election, as the meeting rooms are designated polling sites in the county. Library staff will give reasonable notice if it is necessary to cancel or change a reservation.
2. Meeting rooms may be reserved up to once a week from August 1st through May 31st. Meeting rooms are not available during the library's Summer Reading Program in June and July.
3. Meetings, including setup, must be held during posted hours for meeting room use. Meetings must end 30 minutes before the library's posted closing time.
4. Meeting rooms must be reserved in advance on a first-come, first-served basis. An adult who is an FCPL card-holder must serve as the group contact.
5. The group contact will be required to sign a Meeting Room Use contract and will be responsible for the organization's activities, including costs to repair damage incurred during use by the group.
6. Youth organizations must have one adult present at all times for every 10 children present.
7. Meetings, programs, or activities must not interfere with or be disruptive to regular library operations (e.g., noise, overcrowding, or parking). (Refer to the Patron Behavior Policy).
8. The Library reserves the right to immediately terminate the meeting, program, or activity and to refuse future reservations in the event that the group does not follow all rules included in this policy and in the Meeting Room Use form.
9. All groups must enter and exit through the main entrance of the library except in emergencies.
10. Storage of supplies or equipment belonging to meeting room users is not permitted.
11. Nothing may be attached to walls, ceilings, doors, or furniture of any the rooms.
12. No signs or posters promoting a meeting or program may be placed anywhere in the library or on the grounds of the library.
13. Furniture may not be moved in or out of the meeting room.
14. Forsyth County Public Library is a tobacco-free facility.
15. No alcoholic beverages are allowed.
16. Groups are prohibited from making statements in their advertising or meeting announcements that suggest the library's sponsorship or endorsement. Neither the name nor the address of the library buildings may be used as the official address of the headquarters of an organization.
17. Meeting room reservations are not transferable from one group to another.
18. Attendance must not exceed posted capacity of the rooms.
19. Light refreshments such as coffee, tea, juice, soft drinks, pastries, or fruit are permitted. Other food products must be approved in advance.
20. The library staff reserves the right to enter the meeting room at any time.

## USE OF THE MEETING ROOMS

The primary purpose of the meeting rooms is to provide appropriate space for library meetings and programs to support and promote the library's mission. However, when the rooms are not being used for library programs or activities, community groups and organizations may request the use of the rooms. Any group's use of the meeting rooms does not constitute the library's endorsement of that group's credentials, policies, or beliefs.

### ONLY NONPROFIT ORGANIZATIONS MAY USE THE MEETING ROOM

Meeting rooms may be used for non-commercial meetings or programs. For the purpose of this policy, "commercial" means the exchange, buying, selling or promotion of goods or services with the intent of financial gain. Meeting rooms are not to be used by profit-making ventures of profit-making companies or organizations. In determining the use of the room, the library does not discriminate against persons or groups on the basis of sex, color, race, religion, ancestry, national origin, age, or disability. The Library Board of Trustees delegates the authority to set conditions for room use to the Director. Groups must comply with all library policies and procedures.

### NO COMMERCIALISM OR SOLICITATION IS ALLOWED IN MEETING ROOMS

The public library serves a neutral position in the community, providing materials and resources for citizens' edification and enjoyment. As such, citizens are entitled to utilize the resources and facilities of the public library without intrusion of active or passive solicitation of any kind. Solicitation, other than to support the library's programs and resources, is contrary to the nature and intent of the library and interrupts the use of the library by patrons seeking an appropriate atmosphere for reading, self-education and research. No fees may be charged for admission or services nor donations solicited.

**Cumming Library**  
585 Dahlonega Road

**Hampton Park Library**  
5345 Settingdown Road

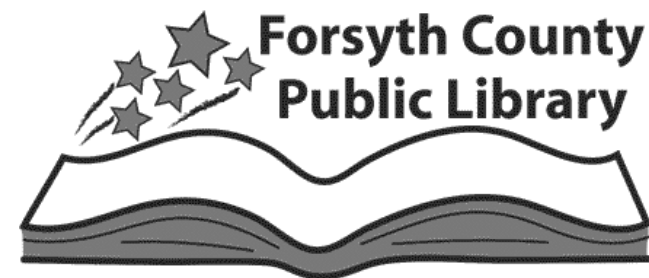
**Sharon Forks Library**  
2820 Old Atlanta Road



770-781-9840  
Renewals 770-781-9865  
[www.forsythpl.org](http://www.forsythpl.org)



## Scheduling A Meeting Room



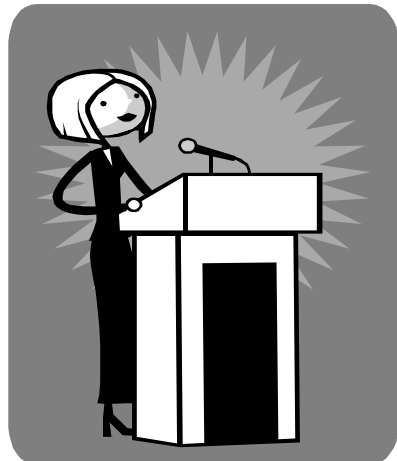
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# MEETING ROOM REQUESTS



## Meeting Room requests are accepted:

- **In person, at the Information Desk**
- **By phone, 770-781-9840**  
For Cumming: ext. 9919  
For Sharon Forks: ext. 6707  
For Hampton Park: ext. 6709
- **By voice mail after hours, 770-781-9840**  
For Cumming: ext. 9512  
For Sharon Forks: ext. 9522  
For Hampton Park: ext. 9532
- **Online at [www.forsythpl.org](http://www.forsythpl.org)**



## Meeting Room Availability August — May

### Cumming Library

Monday	3:00 to 5:00
Tuesday	3:00 to 8:00
Wednesday	3:00 to 5:00
Thursday	3:00 to 8:00
Friday	10:00 to 5:00
Saturday	10:00 to 1:30
Sunday	1:30 to 5:00

### Sharon Forks Library

Monday	3:00 to 8:00
Tuesday	3:00 to 8:00
Wednesday	3:00 to 5:00
Thursday	3:00 to 5:00
Friday	10:00 to 5:00
Saturday	10:00 to 1:30
Sunday	1:30 to 5:00

### Hampton Park Library

Monday	3:00 to 5:00
Tuesday	3:00 to 8:00
Wednesday	3:00 to 8:00
Thursday	10:00 to 5:00
Friday	3:00 to 5:00
Saturday	10:00 to 1:30
Sunday	1:30 to 5:00

## To use the Online Meeting Room Request:

- Go to: [www.forsythpl.org](http://www.forsythpl.org)
- Select: Services & My Account
- Select: Public Meeting Rooms
- Select: Cumming, Sharon Forks, or Hampton Park
- View the Calendar and consider a date and time that is not already reserved.
- Select: "Click here to jump to the Meeting Room Request and Use Agreement Form."
- Enter request information
- Read and accept the FCPL Meeting Room Use Policy
- Submit request
- Upon submittal, you will see the message: "Submitted. Please allow three days for approval."
- You will be contacted about the status of your request by e-mail within three business days.