

Braswell Memorial Public Library Facilities Use Policy Statement
Approved by the Board of Trustees September 11, 2003
Revised March 3, 2009

Braswell Memorial Public Library (BMPL) offers two meeting rooms and a computer classroom for use without charge by community groups, government, non-profits, and civic associations located in Nash and Edgecombe Counties. All other groups will be charged a \$50 fee per three-hour block of facilities utilization.

Groups not eligible to use meeting rooms are those whose activities would tend to incite or produce imminent lawless action, would tend to be disruptive of other library functions, are obscene, are defamatory, are purely social, only benefit private individuals, are closed to the public, and/or are purely commercial in nature.

Rooms available for use are the Wiley Conference Room (which offers space for up to 60 without tables and 31 with tables), the Warner Conference Room (which offers space for 150 without tables and 86 with tables), and the second floor computer classroom (10 computers at individual stations plus space for 15 additional seats).

Library meeting rooms are primarily for the use of Braswell Memorial Public Library, its related organizations, and library sponsored programs. Braswell Memorial Public Library reserves the right to reschedule any group in order to meet its own requirements for priority programs and activities.

In addition to the information noted above, the following regulations apply for use of library meeting rooms:

1. A BMPL application and agreement for meeting room utilization must be completed by a representative of the group (at least 18 years of age) at least 48 hours (not to include Saturday, Sunday, or holidays) in advance. Copies of all literature, materials to be exhibited, marketing information, etc. must be attached to the BMPL application and agreement for meeting room utilization.
2. Any questions of interpretation of this policy by a group will automatically be referred to the Board of Library Trustees and no meetings will be booked for that group until that Board renders a decision.
3. All individual members of groups utilizing meeting rooms are subject to all applicable Braswell Memorial Public Library policy statements.
4. Alcoholic beverages, smoking, admission fees, product sales, and product advertising are prohibited.

5. Meeting rooms are available during normal operational hours and must be scheduled to end 30 minutes before BMPL completes its public hours.
6. Meeting rooms may be booked up to three months in advance of the meeting. This limit refers to all bookings, including both single and repeat bookings.
7. The use of a meeting room does not constitute an endorsement of an organization's policies or beliefs. All announcements, press releases, flyers, and other promotional work must clearly state the meeting or program is not sponsored by the Braswell Memorial Public Library.
8. Meeting rooms must be left in orderly condition. Extra chairs and tables must be set up and taken down by the group. Tables must be covered to protect surfaces (if applicable) and the group will be responsible for removing garbage and trash at the conclusion of their meeting.
9. Braswell Memorial Public Library will not be held responsible for the loss of, or damage to, personal property of group members while on library premises.
10. The group representative is responsible for notifying the Supervisor on Duty or other appropriate staff when the meeting room use is completed and the meeting room is ready for staff inspection.
11. Any infraction of this policy statement, other applicable BMPL policies, and/or the BMPL application and agreement for meeting room utilization, may result in loss of facilities use privileges for the group.
12. No food or drinks are allowed in the computer classroom.

BMPL Application and Agreement for Meeting Room Utilization

Name of Group _____ Date of Application _____

Name of Group Representative _____

Mailing Address of Group (City/State/ZIP) _____

Telephone Number of Group Representative _____

E-Mail Address of Group Representative _____

Purpose of Meeting _____

Meeting Date _____ Meeting Time _____

Number of Attendee(s) expected _____

Copy of Any Meeting Information Attached: Yes___ No___ If no, please explain:

Room Requested: Wiley_____ Warner_____ Computer Classroom_____

As a representative of my organization, the organization and its attendee(s) agree to abide by the applicable policies and procedures of Braswell Memorial Public Library.

Signature of Group Representative

Date of Application

BMPL Library Use:

Approved _____ Not Approved _____

(If not approved, please specify reason(s)) _____

Signature of Library Management Date _____

Additional Comments _____
