

Meeting Room Policy and Procedures

(Effective March 1, 2017)

Policy Statement

The Augusta-Richmond County Public Library System (ARCPLS) provides meeting room space for public use. Priority for use is given to ARCPLS activities and events. As part of its mission, ARCPLS makes meeting rooms available for the public use for presentations and exchanges of information. Use of library meeting rooms does not constitute endorsement by Augusta-Richmond County Public Library System. A fee schedule is set by the Board of Trustees (see Library Fees). Meeting room requests will be processed on a first-come, first-served basis. Each requested date requires a separate application and respective fees, including the mandatory nonrefundable deposit. The mandatory nonrefundable deposit must be paid within two (2) business days of the date recorded on the library calendar entry. The mandatory cleaning fee must be paid by **separate** check or money order only. All other fees must be paid a minimum of ten (10) business days prior to using the facilities, except at the Headquarters Library, which will assess a late fee of \$25.00 that must be paid prior to entering the reserved room. Unpaid or partially paid reservations will be canceled. Fees (except for the staffing fee and marshal's fee for after hours events) are waived for federal, state, and local agencies conducting official government business and library partner organizations at the discretion of the library director.

Groups utilizing the meetings rooms for free or at the non-profit rate must make their meetings open to the general public. Meetings of neighborhood groups (e.g., homeowners' associations, youth groups, religious or political study groups, fraternities or sororities) must be open to all members of the general public, not just targeted invitees. Groups utilizing meeting rooms after hours or at the for-profit rate may host preapproved closed events at the Headquarters Library only. Revenue generating activities may only take place at the Headquarters Library and must be pre-approved by the library director and/or Board of Trustees prior to reservation approval. Revenue-generating activities must be paid for at the private citizen/for-profit room reservation rate. No funds may be exchanged on library property, including but not limited to ticket sales, admission fees, dues, or participation fees. No private or for-profit functions may take place at the branch library locations. If a nonprofit group wishes to hold a closed meeting, it must pay the for-profit rate, and the event can only be held at the Headquarters Library. Library staff members must be permitted access to any meeting or event in the library.

Procedures

1. Library activities take precedence over any activities sponsored by outside organizations or individuals.
2. Due to high demand for meeting room spaces, meeting room applications must be completed and signed at least 15 business days prior to the fulfillment of the reservations.
3. The individual reserving the room and signing the meeting room application must be at least eighteen (18) years old and hold a current, valid PINES library card in good standing. Non-residents can obtain a PINES library card for a \$25 fee.
4. Upon approval of event and payment, written confirmation will be provided to the user.
5. Events booked at the non-profit rate may not charge admission fees or solicit donations on site. Items may not be sold on site without prior approval by the Library Board of Trustees.
6. In the case of non-compliance with any Library policies and procedures, the Library reserves the right to cancel events or evict users from the meeting room. All fees become nonrefundable. An official letter will be provided explaining the reason(s) behind the event cancellation or eviction. Patrons may petition the Library Board of Trustees regarding their event cancellation or eviction.
7. Library management reserves the right to cancel or end any meetings that violate Library policies and procedures.
8. A representative of the reserving group must check in and receive an Attendance Slip at the Circulation Desk prior to gaining access to the room.
9. Completed Attendance Slips must be returned to the Circulation Desk following the event. Future events cannot be scheduled until all attendance slips have been submitted.
10. A group arriving more than 30 minutes late may forfeit its reservation.

11. Groups are prohibited from entering the Library before the official opening hour unless pre-approved by Library administration.
12. All events, with the exception of approved after hours events, are required to end meetings and vacate the room fifteen (15) minutes before closing time to give staff time to secure the building. Violation of this procedure may result in suspension of use for failure to follow this policy. All groups must be out of the room by the time indicated on their meeting room confirmation or an Overage Fee of \$5 per minute will be assessed.
13. After hours events must end by 11:30 p.m., and the building must be secured by midnight.
14. A staffing fee and marshal's fee must be paid for a minimum of two hours for any after-hours event.
15. ARCPLS strives to maximize use of the meeting rooms for the community and reserves the right to limit the frequency of meetings by any organization.
16. Meeting rooms may not be reserved more than three (3) months ahead of time.
17. A group may reserve a meeting room no more than two (2) times in a given month, up to a total of twenty-four (24) times per calendar year, unless approved in advance by the library director. Government agencies and library partner organizations may request additional meetings pending approval by the library director.
18. Food and drink may only be served if pre-approved in the rental rate and indicated on the meeting room confirmation.
19. Neither the name nor address of the Library may be used as the official address or headquarters of an organization. The Library cannot be listed as the sponsoring organization for public relations purposes without written pre-approval. The Library should only be listed as the "location site" on press and publicity.
20. If it is necessary to cancel a meeting, the group is responsible for notifying participants and the Library within 72 hours of the meeting date. In case of inclement weather, the group is responsible for calling the Library or checking the Library's website (www.arcpls.org) to obtain a closing schedule.

Branch	Phone Number
Headquarters	706-821-2600
Diamond Lakes	706-772-2432
Friedman	706-736-6758
Maxwell	706-793-2020
Wallace	706-722-6275

21. If the purpose of a scheduled event appears to be contrary to the mission of the library (e.g. promoting anti-government or hate speech), the applicant may be required to provide the Library with an additional security bond and/or marshal services at an hourly rate of \$12.40 per hour (subject to change).
22. Library-sponsored groups may sell items when the proceeds directly benefit the Library, as with Friends of the Library book sales. Authors and other media creators may sell their work in connection with Library-sponsored events.
23. No material of any kind can be posted directly on the walls of any rooms without prior approval by Library administration.
24. Only library staff members are allowed to move the divider wall in the Auditorium. If the wall needs to be moved, please notify Circulation at the front desk.
25. The Library is not responsible for connecting or troubleshooting personal computers, electronic or communication equipment brought into the library and/or plugged in electrical outlets by room users.
26. The Library will not supply office supplies or additional services that are not listed in the library fee schedule (see Library Fees).
27. Smoking and other tobacco use and illegal drugs are strictly prohibited in the Library building and on Library property.
28. The service or sale of alcoholic beverages on library premises is prohibited.
29. Room setup and cleanup is the responsibility of the reserving group. The mandatory cleaning fee will not be refunded if the room is left in unacceptable condition. Additional fees will be assessed for damages or excessive cleaning.

30. The library reserves the right to impose any additional rules or regulations, whether or not expressly provided herein, which may be in the best interest of the library in the operation of its facilities and, as such, they shall be binding regarding the meeting room applicant and/or user.
31. The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library.
32. The Library assumes no liability for any attendees' items that are damaged or stolen while located in the Library facilities.
33. The Library reserves the right to deny future access to Library facilities if a group fails to comply with all policies.
34. The number of persons using a meeting room may not exceed the seating capacity approved for that facility.
35. The Director of the Augusta-Richmond County Public Library System reserves the right to review any and all requests for use of library meeting rooms and may reject any which the Director deems unsuitable.
36. Children must be supervised by an adult at all times.

HEADQUARTERS LIBRARY FEES

The mandatory nonrefundable deposit must be paid within two (2) business days of the date recorded on the written confirmation. All other fees must be paid a minimum of ten (10) business days prior to using the facilities or the reservation will be canceled. The mandatory nonrefundable deposit must be paid within two (2) business days of the date recorded on the library calendar entry. All other fees must be paid a minimum of ten (10) business days prior to using the facilities or the reservation will be canceled. The mandatory cleaning fee must be paid by **separate** check or money order only. Fees (except for the staffing fee and marshal's fee for after hours events) are waived for federal, state, and local agencies conducting official government business and library partner organizations at the discretion of the library director.

All groups must be out of the room by the time indicated on their meeting room confirmation or an Overage Fee of \$5 per minute will be assessed.

Mandatory Nonrefundable Deposit (required for each date requested)	\$25.00 (payable upon written confirmation of reservation; nonrefundable but transferable if approved by administration)		
Mandatory Refundable Cleaning Fee (SEPARATE Check or money order only, made out to the Augusta-Richmond County Public Library System. Check or money order will be returned within 5-10 business days after the event if room does not require follow-up cleaning. Additional fees will be assessed for damages or excessive cleaning.)	\$100 for reservations with food approval \$50 for reservations without food approval		
Late Fee (for reservations that have not been fully paid for within 10 business days of the event)	\$25.00		
Staffing Fee for After Hours Events (minimum of two hours; after hours events must end at 11:30 and the building must be secured by midnight)	\$100 for first two hours +\$50/each additional hr weekday \$150 for first two hours + \$75/each additional hr weekend		
Marshal's Fee for After Hours Events (only applicable for after-hours events. The marshal's fee will be assessed at a four hour minimum.)	Marshal's fee (currently \$12.40 per hour for a minimum of 4 hours)		
Room Rental Fees	2 hour rental	Half Day (over two hours and under four hours)	Full Day (over 4 hours)

<p>Full Auditorium (includes A/V and kitchen privileges; room setup and cleanup is on your own)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>\$130.00</p> <p>\$65</p>	<p>\$260.00</p> <p>\$130.00</p>	<p>\$520.00</p> <p>\$260.00</p>
<p>Meeting Room A (includes A/V and kitchen privileges; room setup and cleanup is on your own)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>\$90</p> <p>\$45</p>	<p>\$180</p> <p>\$90</p>	<p>\$360</p> <p>\$180</p>
<p>Meeting Room B (includes A/V and food that does not require a kitchen; room setup and cleanup is on your own)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>\$70</p> <p>\$35</p>	<p>\$140</p> <p>\$70</p>	<p>\$280</p> <p>\$140</p>
<p>Atrium (only available for after-hours events; room setup and cleanup is on your own)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>n/a</p>	<p>\$200</p> <p>\$100</p>	<p>n/a</p>
<p>YA Area, Second Floor (no food or drink; includes A/V upon request; priority given to groups serving teens ages 11 to 17; area setup and cleanup is on your own)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>\$90</p> <p>\$45</p>	<p>\$180</p> <p>\$90</p>	<p>\$360</p> <p>\$180</p>

YA Television Room, Second Floor (no food or drink; includes A/V; room set up is on your own; priority given to groups serving teens ages 11 to 17; area setup and cleanup is on your own)			
For-profit/private citizen	\$30	\$60	\$120
Non-profit (must supply 501(c) 3 or recent 501(c)3 application)	\$15	\$30	\$60
Writing Lab (no food or drink; laptop, projector, and screen upon request; room setup and cleanup is on your own)			
For-profit/private citizen	\$30	\$60	\$120
Non-profit (must supply 501(c) 3 or recent 501(c)3 application)	\$15	\$30	\$60
3rd Floor Meeting Room (no food or drink; projector and laptop upon request; room setup and cleanup is on your own)			
For-profit/private citizen	\$10	\$20	\$40
Non-profit (must supply 501(c) 3 or recent 501(c)3 application)	\$5	\$10	\$20
Computer Lab (absolutely no food or drink; projector, screen, and laptop included; only available Monday through Friday, 9 am to 5 pm)			
For-profit/private citizen	\$80	\$160	\$320
Non-profit (must supply 501(c) 3 or recent 501(c)3 application)	\$40	\$80	\$160
Executive Level Patio (by special permission through petition to the Library Board of Trustees and Library Director; only available for after-hours events; room setup and cleanup is on your own; rate includes mandatory marshal and staff for event)	Call 706-434-2038 to discuss rates.		
Children's Programming Room (only for events for children 10 years and younger; prepackaged food and drinks allowed with written			

permission; A/V included upon request; room set up is on your own)			
For-profit/private citizen	\$80	\$160	\$320
Non-profit (must supply 501(c) 3 or recent 501(c)3 application)	\$40	\$80	\$160

BRANCH LIBRARY FEES

The mandatory nonrefundable deposit must be paid within two (2) business days of the date recorded on the written confirmation. All other fees must be paid a minimum of 10 (10) business days prior to using the facilities or the reservation will be canceled. Fees are waived for federal, state, and local agencies conducting official government business.

All groups must be out of the room by the time indicated on their meeting room confirmation or an Overage Fee of \$5 per minute will be assessed.

Mandatory Nonrefundable Deposit	\$10 non-refundable reservation deposit (payable upon written confirmation of reservation; nonrefundable but transferable if approved by branch manager)
Wallace Branch Only Annual Key Deposit	\$100 annual key deposit payable by check or money order. Only cashed if key is lost.
Wallace Branch Only Nonrefundable Refreshments Fee	\$25

Available Rooms and Capacity

Headquarters Branch (HQ)

823 Telfair Street, Augusta, Georgia

- Full Auditorium (includes caterer's kitchen) (60' x60' = 3600 square feet)
Maximum Occupancy:
 - Theater: 288
 - Classroom: 180
 - Dinner: 150
 - Reception: 288
- Meeting Room A (includes caterer's kitchen) (60'x30' = 1800 square feet)
Maximum Occupancy:
 - Theater: 144
 - Classroom: 90
 - Dinner: 75
 - Reception: 144
- Meeting Room B (60'x30' = 1800 square feet)
Maximum Occupancy:

- Theater: 144
 - Classroom: 90
 - Dinner: 75
 - Reception: 144
- Atrium (40'x25' = 1000 square feet)
Maximum Occupancy:
 - Theater: n/a
 - Classroom: n/a
 - Dinner: 50
 - Reception: 100
- Executive Level Patio
Maximum Occupancy: 125 people
- Writing Lab
No food or drink is permitted.
Maximum Occupancy: 20 people
- Computer Lab
No food or drink is permitted.
Maximum Occupancy: 32 people
- Teen/YA Area
No food or drink is permitted.
Maximum Occupancy: 100 people
- Third Floor Meeting Room
No food or drink is permitted.
Maximum Occupancy: 25 people
- Children's Programming Room
Prepackaged food and drinks allowed with advance written permission.
Maximum Occupancy: 55 people

Appleby Branch Library (AB)

2260 Walton Way, Augusta, Georgia 30904

No Rooms Available

Diamond Lakes Library (DL)

101 Diamond Lakes Way, Hephzibah, Georgia 30815

Rooms will be used only during library hours. No food or drink is permitted.

- Meeting Room
Maximum Occupancy: 60
- Conference Room
Maximum Occupancy 10

Friedman Branch (FB)

1447 Jackson Road, Augusta, GA 30909

Rooms will be used only during library hours. No food or drink is permitted.

- Meeting Room
Maximum Occupancy: 55
- Conference Room
Maximum Occupancy: 15

Maxwell Branch Library (MB)

1927 Lumpkin Road, Augusta, Georgia 30906

Rooms will be available only during library hours. No food or drink is permitted.

- Meeting Room
Capacity: 60

Wallace Branch Library (WB)

1237 Laney Walker Boulevard, Augusta, Georgia 30901

Room can be used outside the normal library hours with the payment of an annual key deposit.

Refreshments may be served for an additional \$25 fee.

- Meeting Room
Capacity: 75

Headquarters Library Meeting Room Application

Read the *Meeting Room Policy and Procedures* and *Library Fees* documents prior to completing an application for a meeting room. Meeting rooms may be reserved up to three months in advance. If the Library approves your application, a **\$25 mandatory nonrefundable deposit** (required for each date requested) must be paid **within two (2) business days** of the date recorded on the written confirmation. **All other fees** must be paid a **minimum of ten (10) business days prior** to using the facilities or a late fee of \$25 will be assessed and must be paid prior to entering the room. Unpaid or partially paid reservations will be canceled. Fees are waived for federal, state, and local agencies conducting official government business during regular operating hours.

All fields marked with an asterisk (*) are required.

Email address

Name of Contact Person *

Organization *

Telephone Number *

Address *

PINES Library Card Number *

1. What are you planning? *

(Describe the event—e.g. board meeting, birthday party, book club, etc.)

2. Are you planning a private/closed event? (Private/closed events must be preapproved by the library director and/or Board of Trustees) *

Yes No

3. Are you planning a revenue generating activity? (This includes but is not limited sales, fundraising, and collecting dues or participation fees. Revenue-generating activities must be preapproved by the library director and/or Board of Trustees.) *

Yes No

4. What's the title of your event? *

5. What date would you like to meet? *

6. What time does your meeting start? Be sure to include setup time. *

7. What time does your meeting end? Be sure to include clean up time. *

8. How many people do you anticipate coming? *

9. Are you planning on serving refreshments? *

Yes No

a. If yes, do you need access to the catering kitchen (only available in the Auditorium and Meeting Room A) *

Yes No

10. Which room should we reserve? If you have no preference, write no preference. *

11. Please indicate the numbers of tables and chairs that you will need for Meeting Room A or Meeting Room B. If you are reserving another room, write in N/A. We will do our best to have the number of tables and chairs requested available based on our limited supply. *

_____ # of rectangular tables (seat between 2-4)

_____ # of round tables (seat between 5-8)

_____ # chairs

12. Do you need audiovisual equipment? *

Yes No

a. If yes, confirm what is needed *

Podium mic [Meeting Room A, B, and Auditorium]

Wireless stand mic [Meeting Room A, B, and Auditorium]

Laptop [Meeting Room A, B, and Auditorium]

Laptop and projector cart

13. Do you need Internet access? *

Yes No

a. If yes, how many complimentary Internet access cards will you need?

I have read and understand the *Meeting Room Policy and Procedures* and the *Library Fees* documents of the Augusta-Richmond County Public Library System, and I agree to abide by those conditions and regulations. I understand that I will be held financially responsible for any damage incurred or excessive clean-up required as the result of my or my organization's use of the facility.

Signature*