

Meeting Room Policy and Procedures

(Revised October 4, 2021)

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. Meeting rooms are available Monday through Saturday at all library locations during library hours. Headquarters meeting rooms are available after hours until 11:30 pm as long as staffing and marshal fees are paid. Wallace meeting rooms are available before and after hours until 11:30 pm as long as marshal fees are paid. Use of library meeting rooms does not constitute endorsement by ARCPLS. 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. All fees must be paid within five (5) business days of application approval at the Headquarters Library. All fees must be paid at the time of booking at branch library locations. 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. Staff must be allowed to enter any meeting held on library premises. 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.

Rules

1. Library activities take precedence over any activities sponsored by outside organizations or individuals.
2. Partner organization activities take precedence over activities sponsored by outside organizations or individuals.
3. Partner organizations may request exceptions from these rules.
4. Meeting room applications received less than ten (10) business days prior to the scheduled event date may or may not be accepted and/or approved.
5. 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 of Georgia do not need a PINES library card to use the meeting rooms.
6. Upon approval of the event and payment, written confirmation will be provided to the user by email. A printed confirmation can be provided by request.
7. 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.
8. 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.
9. Library management reserves the right to cancel or end any meetings that violate Library policies and procedures.

10. A room checklist will be given to the reserving party prior to entering the room so they can note any pre-existing problems in the room so that the reserving party will not be held liable for preexisting conditions in the room. An available staff member will check the room after the group's departure.
11. A group arriving more than 30 minutes late may forfeit its reservation. The original end time remains the same.
12. Groups are prohibited from entering the Library before the official opening hour unless pre-approved by Library administration.
13. 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.
14. After hours events must end by 11:30 p.m., and the building must be secured by midnight.
15. A staffing fee and marshal's fee must be paid for a minimum of two hours for any after-hours event.
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. The Library will make every effort to contact reserving parties about Library closures.

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 their current hourly rate.
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. It is the responsibility of reserving group to report any deficiencies to library staff. Additional fees will be assessed for damages or if deep cleaning is required following an event held at the library.
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

Fees must be paid within five (5) business days after the reservation has been confirmed. 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 that stay past their allotted time may lose their meeting room privileges.

<p>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)</p>	<p>\$100 for first two hours +\$50/each additional hr weekday (Monday-Friday) \$150 for first two hours + \$75/each additional hr (Saturday)</p>	
<p>Marshal's Fee for After Hours Events (only applicable for after-hours events. The marshal's fee will be assessed at a two hour minimum.)</p>	<p>Marshal's fee (\$14.76/hour or current marshal's hourly rate, whichever is higher, for a minimum of 2 hours)</p>	
<p>Room Rental Fees</p>	<p>Half day (less than or equal to 4 hours)</p>	<p>Full Day (over 4 hours)</p>
<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>reminder: no alcohol may be served</p>	<p>\$250.00</p> <p>\$125.00</p>	<p>\$500.00</p> <p>\$250.00</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>reminder: no alcohol may be served</p>	<p>\$125.00</p> <p>\$60.00</p>	<p>\$250</p> <p>\$120</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>reminder: no alcohol may be served</p>	<p>\$100</p> <p>\$50</p>	<p>\$200</p> <p>\$100</p>
<p>Writing Lab (no food or drink; laptop, projector, and screen upon request; 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>\$60</p> <p>\$30</p>	<p>\$120</p> <p>\$60</p>
<p>3rd Floor Meeting Room (no food or drink; projector and laptop upon request; 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>\$25</p> <p>\$10</p>	<p>\$50</p> <p>\$20</p>
<p>Computer Lab (absolutely no food or drink; projector, screen, and laptop included; only available Monday through Friday, 9 am to 5 pm)</p> <p>For-profit/private citizen</p> <p>Non-profit (must supply 501(c) 3 or recent 501(c)3 application)</p>	<p>\$60</p> <p>\$30</p>	<p>\$120</p> <p>\$60</p>
<p>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 <u>does not</u> include mandatory marshal and staff for event. No cooking is allowed on the patio.)</p>	<p>\$500, no more than 4 hours</p>	

BRANCH LIBRARY FEES

<p>Branch library fees must be paid at the time of booking. Fees are waived for federal, state, and local agencies conducting official government business.</p> <p>All groups must be out of the room by the time indicated on their meeting room confirmation. Groups that stay past their allotted time may lose their meeting room privileges.</p>	
<p>Rental Fee</p>	<p>\$25 non-refundable rental fee (payable upon written confirmation of reservation; non-refundable but transferable if approved by branch manager)</p>
<p>Wallace Branch Only Nonrefundable Refreshments Fee</p>	<p>\$25</p>
<p>Wallace Branch Only Marshal's Fee for Before or After Hours Events (only applicable for before or after-hours events. The marshal's fee will be assessed at a two hour minimum. All events must end by 11:30 pm.)</p>	<p>Marshal's fee (\$14.76/hour or current marshal's hourly rate, whichever is higher, for a minimum of 2 hours)</p>

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
- Writing Lab
No food or drink is permitted.

Maximum Occupancy: 20 people

- Computer Lab
No food or drink is permitted.
Maximum Occupancy: 32 people
- Third Floor Meeting Room
No food or drink is permitted.
Maximum Occupancy: 25 people
- Executive Level Patio
Maximum Occupancy: 120 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

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. All fees must be paid within five (5) business days of application approval. A receipt will be provided.

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

Email address

First and Last Name of Contact Person(s) *

Organization *

Telephone Number(s) *

Street Address *

City

State

Zip Code

PINES Library Card Number (not required for non-Georgia residents)*

If you do not have a card, visit bit.ly/augustalibrarycard to sign up for one.

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 to 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 2-3)

_____ # of round tables (seat between 5-7)

_____ # 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

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 not be able to enter the room prior to the agreed upon set up time. I understand that all people and any items that I brought into the room need to be out of the room by the agreed upon end time of my reservation. 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*
