

## Board of County Commissioners Leon County, Florida

### Policy No. 01-07

Title:	Meeting Rooms - Library
Date Adopted:	September 20, 2016
Effective Date:	September 20, 2016
Reference:	N/A
Policy Superseded:	Policy No. 91-5 "Meeting Rooms - Library" Adopted July 9, 1991; Policy No. 01-07 adopted June 19, 2001, amended July 12, 2016.

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It shall be the policy of the Board of County Commissioners of Leon County, Florida that Policy No. 01-07, "Meeting Rooms – Library", amended by the Board of County Commissioners on July 12, 2016, is hereby further amended and a new amended policy is adopted in its place, to wit:

The Leon County Public Library is pleased to provide use of meeting rooms for the general public. This service brings the resources of the Library and the interests and activities of the community together.

Information about the location, size and availability of meeting rooms, equipment, and the on-line reservation system is available on the Library website or by telephone, email or personal inquiry at any of the libraries.

All programs are open to the public. Meeting rooms are not to be used for personal or private financial profit, advertising or solicitation of business. No admission fee may be charged.

Granting permission for use of meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Rooms Policy will be interpreted and enforced by the Library Director.

1. All groups reserving Library meeting rooms, whether online, by telephone or in person, agree that they assume full responsibility and assure that no damage or loss will occur to the meeting space, furnishings or equipment.

2. Meeting rooms are available on a first-come, first-served basis. The Library should be contacted as soon as possible if a meeting is canceled, so that the room may be made available. If the group that reserved the room is an hour late, the room will be made available to others if needed.
3. Use of the rooms for events of community-wide interest may be held on a recurring basis.
4. Any group reserving a meeting room must have an adult (18 yrs. or older), parent or legal guardian in the room at all times that the room is occupied.
5. Light snacks may be served. Open flames are prohibited. Alcoholic beverages are prohibited, except upon prior written approval of the County Administrator or designee (Leon County Board of County Commissioners Policy No. 16-7).
6. Programs and/or meetings must be held during regular library hours, with adjournment being 15 minutes before the library's scheduled closing time.
7. All groups holding meetings are responsible for setting up furniture and equipment as needed, and for cleaning up the premises after the meeting's conclusion. Failure to clean up premises may result in denial of group's future use of Library meeting rooms.