



Public Library of Johnston County and Smithfield Reservable Spaces Policy

Purpose

The Public Library of Johnston County and Smithfield (PLJCS) provides four reservable spaces for public use to support the informational, educational, and cultural needs and interests of our community. The rooms are available for gatherings of a civic, cultural, or educational nature and other not-for-profit uses by individuals, groups, or governmental agencies. Library service will not be denied or abridged because of race, religion, age, gender, gender identity, sexual orientation, disability, national origin, belief, social, or political views.

PLJCS follows the American Library Association's Bill of Rights which states *"Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."* Groups may not limit attendance based on criteria that violate the library's nondiscrimination statement.

Reservable Spaces Available

- **Multipurpose Meeting Room:** The Multipurpose Meeting Room is a large, flexible space on the second floor of the library that can accommodate 100+ people depending on how the room is configured. It is the only space where light refreshments are permitted.
- **Board Room:** The Board Room is a traditional conference room on the second floor of the library that can accommodate up to fifteen (15) people.
- **Collaboration Room:** The Collaboration Room accommodates up to six (6) people and is located on the second floor of the library.
- **Learning Lab:** The Learning Lab accommodates up to four (4) people and is located on the first floor of the library.

Terms and Conditions of Use

- Meeting spaces may only be reserved by an adult 18 years of age or older.
- All activities in the meeting spaces are subjected to the Library's Code of Conduct.
- The use of library meeting spaces does not constitute an endorsement by PLJCS.
- Library, county, town, and state agency related functions will have precedence in the scheduling and usage of the meeting spaces.
- All approved requests may be canceled at any time. Library staff will make every effort to provide reasonable notice if it is necessary to cancel or reschedule a reservation.
- The meeting spaces are available only during the library's operating hours.
- The spaces may not be used for social activities such as baby showers, birthday parties, dances, and parties or for solicitation of funds, sales, business promotion, or any other profit-making activities except on the behalf of the library.
- Meeting spaces may not be used for workshops, seminars or programs that are the direct or indirect promotion of a business or solicitation of clients. This includes free presentations or

seminars that are similar to a for-profit business service or activity and presentations about a product or service that would be available in the future for a cost.

- When rooms are in use, lights must be on unless a projector is in use. All doors shall remain unlocked, and nothing can be placed on windows to hinder the view.
- All posted occupancy limits are determined by the Fire Marshal. Occupancy information is available on the library's website.
- Open flames or decorations with confetti or glitter are not allowed.
- Light refreshments such as coffee, tea, juice, soft drinks, pastries, or fruit are permitted in the Multipurpose Meeting Room. Other food products must be approved in advance. No food is allowed in the Board Room, Learning Lab, or Collaboration Room except for bottled water or drinks with a lid.
- Applicants are responsible for cleaning meeting spaces as necessary following an event including taking out trash; spills or stains must be reported to library staff immediately.
- Meetings, programs, or activities must not interfere with or be disruptive to regular library operations.
- The arrangement of the furniture is the responsibility of the group utilizing the meeting space. The meeting space must be left clean and orderly.
- Library staff may provide limited support concerning library technology equipment.
- All reservation periods must include sufficient time for set-up and take-down. Reserved meeting spaces will be unlocked only for the applicant. All meetings must end 15 minutes before the library closes and all clean-up must be completed by the applicant by the closing hour. Failure to clean up the rooms may result in loss of future use of the room.
- Groups are prohibited from listing the library as a sponsor or endorser of their meeting in any advertisement or announcements. Neither the name nor the address of the library shall be used as the official address of an organization. Applicants shall not use the Public Library of Johnston County & Smithfield logo in any publicity.
- Reservations may be made no more than 6 months in advance but will be accepted a minimum of 3 days in advance.
- To promote the accessibility of the meeting rooms to a wide variety of groups, the library may limit the number or length of meetings during any time period for an applicant. Recurring events to be approved at the library's discretion. When no one else is waiting, the applicant may be allowed to extend their use for an additional 1 hour.
- Applicants must notify staff when they are arriving late. The staff has the right to cancel the reservation when the applicant is 15 or more minutes late. Repeated late arrivals of 15 minutes or longer will result in denial of using the reservable spaces.
- The library accepts no responsibility for damage or loss of personal items. The library is not responsible for the personal safety of any person inside or outside of the rooms.
- The Library Director has final authority in applying this policy.

Reserving a Meeting Space

Meeting spaces may be reserved online via the library website at <https://www.pljcs.org/reservations>. Reservations are pending until confirmed by the library through email. Any individual or organization not complying with the above regulations may be denied the use of the library facilities in the future. Applicants may appeal the denial of meeting space usage in writing to the Library Director within 15 days of notification of the denial. The Library Director's decision may be appealed to the Library Board of Trustees in writing and will be considered at the next regularly-scheduled board meeting. The decision of the Library Board of Trustees is final.