

MEETING ROOM AND STUDY ROOM POLICY



SCOPE: Durham County Library makes its meeting room and study room facilities available to local groups and organizations for lawful public use on an equal basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

PURPOSE: The purpose of the meeting room and study room policy is to provide a basis for equitable service to all customers who request to use the library's facilities and to clarify the responsibilities of both the library and its customers regarding the use of the library's meeting and study rooms.

DEFINITIONS:

Meeting room: Meeting rooms are intended for a minimum of 9 persons. They must be requested in advance by patrons to be approved by authorized library staff. As meeting rooms vary in maximum occupancy and are used by staff as programming spaces, availability may vary.

- **MAIN LIBRARY ONLY:** "Meeting room" refers to rooms 3214, 4311, and 4347.

Open to the public: Any gatherings that occur in meeting rooms must be free and open for any member of the community to attend and participate. Gatherings cannot be private meetings, events, or programs.

Study room: Study room refers to any room(s) within library locations that can accommodate up to 8 persons, but may vary due to fire code regulations, and that can be reserved by the customer without prior approval by library staff. Study rooms are available on an equal basis if available and once a customer has booked a study room, it is available for their private use. The availability of study rooms may vary based on the size and needs of the library and staff requirements for programming space.

POLICY:

- A valid, full privileges Durham County Library card (Adult, Non-resident, or Durham County or Durham Public Schools employee) is required to reserve a meeting room or study room. Institutional borrowing cards also have room reservation privileges. Study rooms may be reserved online (durhamcountylibrary.org), over the phone, or in person. Meeting rooms must be reserved online. Juvenile cards may reserve study rooms but not meeting rooms.
 - **MAIN LIBRARY ONLY:** Juveniles are restricted to certain study rooms designated for use by children or teenagers.
- Library cards with fees exceeding \$25 are unable to book a study or meeting room.
- Durham County Library makes its meeting room and study room facilities available to local groups and organizations for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- All meetings, programs, and events held in meeting rooms must be free and open to the public.
- No fees, dues, or donations may be charged to or solicited from meeting attendees while in library facilities or as a requirement to attend meetings in said facilities. The sale of goods is also

prohibited.

- Permission by the library to use its facilities does not constitute an endorsement by the library staff, the Library Board of Trustees, or the Durham County Board of County Commissioners.
- The library's meeting rooms and study rooms are not available for private events such as graduations, weddings, birthdays, anniversaries, or parties.
- Meeting rooms are not available for individual use or for use by groups of 8 or fewer.
- Study rooms can be for individual or private use.
- Meeting rooms and study rooms are not to be used as a base of operations for any club, business, or private organization.
- Meetings cannot exceed room capacity. While the maximum capacity of a room is nominally set by the Fire Marshal, a room's actual capacity may be more limited due to configuration and set-up, or health and safety concerns. Durham County Library staff reserve the right to decline or to ask customers to leave meeting or study rooms if the number of persons in the room exceeds the room capacity.
- The Library reserves the right to decline any reservation for any reason.
 - **MAIN LIBRARY ONLY:** Some meeting room spaces at the Main Library will follow the Durham County Facility Use Policy regarding fees and availability.
- Customers may only access meeting rooms and study rooms during library operating hours. Meeting and study rooms close 30 minutes prior to the library's closing, and customers must conclude gatherings and exit rooms at this time. Customers may not access library buildings before opening or after closing to set up or prepare for gatherings. Rooms are not available if the library buildings must close due to inclement weather, or other circumstances.
- Access to meeting rooms and study rooms is only allowed during the hours of reservation. Reservation time must include any set-up and takedown. Customers reserving meeting rooms are responsible for their own event set up, clean up and take down. Customers must consult with staff before moving furniture.
- Customers must notify the library of cancellation at least 24 hours prior to the meeting date so the room may be made available to other customers.
- Customers with outstanding fees on their account exceeding \$25 are unable to reserve rooms.

STIPULATIONS:

- **MEETING ROOMS**
 - Reservations may be made no more than 30 days in advance.
 - There is a maximum of one (1) reservation per 30-day period per customer or group at

any time across the library system.

- Reservation requests must include the customer's name, phone number, email address, the name of the group or organization, and a detailed description of the purpose of the meeting. Reservations must be made via the online form and cannot be made over the phone or in person.
- Reservations must be made 72 hours in advance to allow for approval.
 - **MAIN LIBRARY ONLY:**
 - Same Day Reservations can be made for groups that would like to use a meeting room for a maximum of 2 hours. Users must confirm that their group and meeting purposes abide by the room use policies. Same day use must be approved by a manager on duty; therefore, availability is not guaranteed. Mediated reservations take precedent over same day reservations.
- Room reservations are forfeited if the customer or group has not arrived within 30 minutes of the scheduled start of the reservation.
- Individuals whose card is used to book the room must be present to check in.
- Customers shall abide by guidelines posted in rooms.
- Customers are responsible for setup, takedown, and cleanup; returning rooms to posted set ups.
- Reservations may not be made for times outside of library hours.
- Customers may not have access to rooms to set up or clean up before or after their reservation times.
- Meeting room requests must be for groups of a minimum of 9 persons.
- While every effort will be made to honor reservations, Durham County reserves the right to cancel a reservation for violations of this policy, other misconduct, or because Durham County needs to use these facilities for official business.
- Juvenile cards may not book meeting rooms.

- **STUDY ROOMS**

- Reservations may be made no more than 30 days in advance. Reservations may be made via the online form, over the phone, or in person.
- An individual or group may have a maximum of one outstanding reservation per location at any time. Reservations are made in 30-minute increments. To ensure fair access for all patrons, each location allows up to two hours of total reservations per day. At Main Library, juveniles are restricted to study rooms designated for use by children or teenagers.
- The individual whose card is used to book the room must be present to check in.
- Room reservations are forfeited if the customer or group has not arrived within 15 minutes of the scheduled start of the reservation.
- Customers must abide by guidelines posted in rooms.
- Room lights must always be turned on.
- Customers are responsible for set-up, takedown, and clean up. Customers must consult with staff before moving furniture.
- Reservations may not be made for times outside of library hours. Customers may not have access to rooms to set up or clean up before or after their reservation times.
- Study rooms accommodate up to 8 persons. Occupancy numbers for each study room are posted in that room.
- While every effort will be made to honor reservations, Durham County reserves the right to cancel a reservation for Durham County's official business, violations of this use policy, other misconduct.

REFRESHMENTS AND ROOM FEE STRUCTURE:

- **MEETING ROOMS**

- Nonprofits: Free, unless refreshments are served, in which case there is a \$25 fee.
- Commercial/for profit: Meetings up to four hours: \$100; Meetings more than four hours: \$200. If refreshments are served, there is an additional \$25 fee.
- All meeting room fees are due before obtaining access to the room.
- Customers who book a meeting room accept responsibility for costs, including refreshment fees (when applicable), for-profit fees, and costs for additional cleaning and/or repairs due to damage done to library property.
- No alcoholic beverages may be served.
- Room fees are non-refundable unless reservation is cancelled by Durham County Library for official business or closures like inclement weather.

- **STUDY ROOMS**

- Free. No food allowed.
- Customers who book a study room accept responsibility for costs for additional cleaning and/or repairs due to damage done to library property.

RESPONSIBILITY

It is the responsibility of all staff and facility supervisors to understand this policy fully to ensure fair and equitable application. It is the responsibility of the Deputy Director and the Assistant Director for Planning and Facilities, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to this policy. The Library Director is the final authority regarding restrictions on the use of the library and the enforcement of this policy.

ENFORCEMENT: Violations of the Meeting Room and Study Room Policy may result in loss of room use privileges.