

## **POLICY**

The Berkeley County Public Library provides free use of its meeting rooms for library sponsored, or co-sponsored events and programs; Friends of Library events; programs presented by individuals, community groups and organizations whose focus is cultural, intellectual, civic, informational or educational; and, county and other governmental agency meetings and programs. Only library or Friends of Libraries fund raising activities are permitted in the Berkeley County Library meeting rooms. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented. The Board of Trustees of the Berkeley County Library shall be the final authority in granting or refusing permission for the use of the meeting facilities.

Adopted by the Berkeley County Library Board on December 11, 2007  
Revised by the Berkeley County Library Board on September 15, 2015  
Revised by the Berkeley County Library Board on February 21, 2017  
Revised by the Berkeley County Library Board on June 20, 2017  
Revised by the Berkeley County Library Board on July 18, 2017

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## **RULES AND REGULATIONS**

An organization seeking to use meeting facilities must agree in writing to observe the library's meeting room policy, rules and regulations.

The applicant and his/her organization are responsible for conducting orderly programs and for ensuring that the attendees do not interfere with regular library services or endanger library employees, patrons or property. Failure to comply will result in termination of the meeting and rejection of future applications for use of meeting rooms in any library in the system.

Meeting room space is available in the Moncks Corner Library, the Goose Creek Library, the Daniel Island Library, the Sangaree Library, the Hanahan Library, and the St. Stephen Library.

Library events and/or Library sponsored activities take precedence over outside requests for use of the rooms.

Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.

The number attending a meeting may not exceed the posted capacity of the room as established by the Berkeley County Fire Marshall.

The Library recommends two weeks advance booking of the room. However, a room may be reserved less than two weeks in advance if the room is available. The same group can book the room twice per calendar month.

The Library allows 30 minutes between meetings.

Groups and organizations who meet after the library has closed, or whose meeting starts before the library closes and continues after closing, will be required to make arrangements with the Branch Manager to have access to the meeting room and secure the building after the meeting has ended. Meetings must end by 9:00 pm. After hours meetings are not permitted at Goose Creek Library. No meeting rooms are available on Sundays.

The Library Code of Conduct applies to groups using the meeting rooms.

Attendance at meetings may not exceed the room capacity of any meeting room as determined by local fire code regulations.

Organizations and groups using the meeting rooms are responsible for supervising their own activities, including clean-up. It is the responsibility of the person reserving the room to ensure that the room is returned to its original condition. No janitorial services will be provided. The person reserving the room will be responsible for any damage to the room or its contents, and will be responsible for paying damages and/or cleaning services, if the room is damaged or dirty. Failure to uphold this responsibility may result in the person and organization represented forfeiting the privilege of using the room in the future.

No materials may be attached to or mounted to any surface of the room without prior approval by the Library Manager.

The use of crock pots, hot plates, candles or any other items containing a flammable product is not permitted.

Groups may bring in simple foods like snacks, finger foods and non-alcoholic beverages.

Red or purple colored beverages are not permitted in the meeting rooms.

Those attending meetings are responsible for supervising their children. Organizations whose members' children are unsupervised may lose their meeting room privileges.

Library staff does not take telephone messages for people attending meetings. Attendees should use break time to make phone calls or make other arrangements for contacts.

Tobacco use is prohibited inside the library. The serving of alcoholic beverages is not permitted.

No member of a group utilizing library facilities may benefit financially from any activity held on library property. Exceptions to this guideline include: (1.) fundraisers to benefit the Library, sponsored by the by the Friends of Libraries or other library-related groups, and (2.) the sale of books, audio books or other items by authors or artists as part of a library program.

Publicity for an event may not give the impression that the Library is a sponsor of the meeting. Groups must provide a telephone number for the public to contact for information. The Library will not give out information about meetings and the Library telephone number may not be used on any promotional materials.

**MEETING ROOM USE REQUEST  
BERKELEY COUNTY LIBRARY SYSTEM**

**Moncks Corner** \_\_\_\_\_  
1003 Hwy. 52  
Moncks Corner  
843-719-4223

**Daniel Island** \_\_\_\_\_  
2301 Daniel Island Dr.  
Daniel Island  
843-471-2952

**Hanahan** \_\_\_\_\_  
1216 Old Murray Court  
Hanahan  
843-553-0047

**Sangaree** \_\_\_\_\_  
595 Sangaree Pkwy  
Summerville  
843-695-1208

**Goose Creek** \_\_\_\_\_  
325 Old Moncks Corner Rd  
Goose Creek  
843-572-1376

**St. Stephen** \_\_\_\_\_  
113 Ravenell Drive  
St. Stephen  
843-567-4862

**Group/Organization:** \_\_\_\_\_

**Name of person requesting use of room:** \_\_\_\_\_

**Contact information: Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **(Alternate Phone)** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date /Time requested (including the time needed for set-up and clean-up):** \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ a.m./pm. to \_\_\_\_\_ am./pm.

**Estimate number of attendees:** \_\_\_\_\_

**Checking out a meeting room equipment kit (kit contains keyboard, mouse, pointer, and connector cables)?** \_\_\_\_ Yes \_\_\_\_ No

**Purpose of meeting:** \_\_\_\_\_

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**I have read and understand the Meeting Room Guidelines. By signing this request form, I agree to abide by the rules set by the Library for meeting room use. I understand that I am responsible for the room in its entirety for the duration of my reservation. I agree to reset the room to its original configuration.**

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*You will be notified of confirmation by telephone or email. Meeting rooms are booked on a first come, first serve basis. You will not be guaranteed a meeting space without a completed, signed request form on file.*

**Signature and date:** \_\_\_\_\_

**STAFF ONLY**  
**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Room checked by** \_\_\_\_\_ **Date** \_\_\_\_\_