

Columbia County Rural Library District

MEETING ROOM USE POLICY

Free Public service for non-commercial purposes

Columbia County Rural Library District (CCRLD) provides meeting room space for the community to groups associated with educational, cultural, intellectual, civic, or charitable activities. It is the Board of Trustees and CCRLD policy that meetings must not be restricted to any particular group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, or disability.

It is important to note that permission to use the meeting room does not include other areas or equipment in the library. Groups using library meeting room space must avoid advertising and publicity which imply their programs are sponsored, co-sponsored or approved by the library, unless written permission to do so has been previously given by the Library Director.

Non-profit groups and organizations will not be charged a fee. For-profit groups and organizations that wish to use the meeting room may do so for a fee of one hundred dollars (\$100). The for-profit fee may be waived at the discretion of the Library Director.

Use of the meeting room must be scheduled in advance with library-sponsored programs receiving first preference. Meetings scheduled after library hours must have permission of the Library Director.

The Board delegates to the County Library Director or his/her designee the authority to develop and implement procedures and practices, which carry out the provisions of this policy. Exceptions to this policy may be granted only by the Columbia County Rural Library District Board of Trustees.

The District does not assume liability for injuries to individuals or damages to personal property which occur as a result of actions of the participants in activities in the library's meeting room. Participants are expected to fully comply with applicable provisions of law. The person(s) reserving the meeting room will be held responsible for any expense the District incurs as a result of a group or individual's use of the room.

If permission for use of the meeting room is denied, the applicant may appeal to the County Library Director; if that officer further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Board of Trustees.

History

Adopted November 19, 2007

Revised July 9, 2009

Revised March 25, 2010

Revised October 17, 2016