

# Meeting Room Policy

As a community service, the J. L. Throckmorton Library offers the meeting room for use by community members for presentation of informational, educational, or recreational meetings and programs in keeping with the library's mission. Library sponsored and co-sponsored programs have priority over all other room reservations.

- The reserving party must agree to the Library's Meeting Room Policy and Rules of Use prior to the confirmation of a reservation to use the space.
- Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a Library sponsored function.
- Room reservations are made on a first come, first served basis.
- Reserved rooms will be held for 15 minutes before being given to another group wishing to use the space, unless prior notification is given.
- The individual reserving the room will be responsible for the group's orderly conduct, including:
  - No food or drink while using the room. (Drinks with a covered lid will be allowed)
  - No candles, open flame or incense may be used in the facility.
  - Setup and cleanup of the tables and chairs, including returning furniture to the original locations, is the responsibility of the reserving party.
- Library staff must have free access to the meeting room at ALL times, therefore, no entry or Exit door may be locked or barred.
- Fort Bragg's Directorate of Emergency Services establishes capacity for the room. Groups are responsible for ensuring that attendance at meetings does not exceed the posted room capacity.
- Nothing can be displayed or affixed to walls; scotch tape, tacks, and other fasteners may not be used on walls or equipment. If the room or equipment is damaged, the repair or replacement cost will be paid by the responsible user.
- The Library does not provide publicity for events not sponsored or co-sponsored by MWR.
- The meeting room is available during Library business hours and must be vacated 15 minutes before closing.
- Groups are not allowed to store their property in the building. No group may consider the Library its permanent meeting place nor may any group use the Library as its mailing address.
- Use of the multi-purpose meeting room may neither disrupt the normal library operations nor the use of the facility by others.
- Please remember that the meeting room is also part of the library space so noise and activity levels should be controlled.
- The Library reserves the right to cancel any reservation for failure to follow policy or rules, to preserve a safe environment, or for any emergency that may arise. Examples of programs that are not allowed include, but are not limited to: Birthday parties, weddings, bridal showers, family reunions, retirement parties, or church services.
- No funds of any kind or admission fees may be solicited or collected at the Library. Sale of products or services is not permitted on the property and these meetings may be prohibited. Failure to comply with this policy can result in loss of privileges and further actions from the Garrison Commander.

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Signature, Responsible Party

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Date