



COLUMBIA COUNTY LIBRARY SYSTEM

Meeting Room Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption: 1/6/2026

Effective Date: 1/6/2026

Date of Last Revision: 1/6/2026

1. Only non-profit groups are permitted. Homeowner Associations managed by a third party are not allowed. No solicitations may be made, and private parties (e.g., showers, birthday parties, sorority or fraternity events) are prohibited. Professional catering and decorations are not permitted.
2. All functions must be freely open to the general public.
3. Use of the meeting room does not constitute the library's endorsement of the group or its activities.
4. The meeting room accommodates groups of approximately 10 to 40 people.
5. Meeting room bookings must be made by a patron 18 years or older with a valid library card in good standing.
6. Person signing the policy is the responsible party. The signee must be the person to check into the room for the group and they must attend the group's meeting.
7. The group is responsible for letting the staff know how many people attended the program.
8. Rooms may only be booked during library operating hours. Rooms must be vacated, and checkout completed by staff 30 minutes before closing.
9. Children must be accompanied by an adult at all times.
10. Groups may bring in their own AV equipment and are only allowed usage of the library's drop-down screen.
11. Staff will not assist with set up or assist during the meeting.
12. Food and drink is allowed with a \$75.00 cash or check refundable deposit which covers cleaning, if needed. Any additional damage to the property will be at the cost of the group. The room is inspected after each meeting.
13. The group must remove all trash when food and drink is involved.
14. Library-sponsored programs take priority over all other groups. In case of conflict, library activities prevail.
15. If a group is a disturbance, the library has the right to terminate the meeting immediately.
16. The library can deny future access to facilities if a group fails to comply with all policies.
17. The library and staff do not assume any liability for groups or individuals attending a meeting.
18. Rooms can be booked up to two months in advance and no more than two times per month. Rooms are available on a first come, first served basis.
19. The responsible party must inform the library if a reservation needs to be canceled. After three documented no-shows, meeting room privileges for the group will be revoked.
20. The library manager reserves the right to review all requests and reject any deemed unsuitable.

AGREEMENT

I have read and understand the *Columbia County Libraries Meeting Room Policy*. I will share this information with others who may lead future meetings. By signing this policy, I hereby assume the responsibility and agree to the terms presented. I understand that violating these terms may result in losing my meeting room reservation privileges.

Columbia County Libraries: CCO, GRO, HAR

Organization: _____

Leader's Name: _____

Library Card Number: _____

Address: _____

Phone number: _____

Email Address: _____

X

Signature of Responsible Party

Date