Board of County Commissioners
Leon County, Florida

Policy No. 01-07

Title:	Meeting Rooms - Library
Date Adopted:	June 19, 2001
Effective Date:	June 20, 2001
Reference:	N/A
Policy Superseded:	91-5 "Meeting Rooms - Library" Adopted July 9, 1991

It shall be the policy of the Board of County Commissioners of Leon County, Florida that Policy No. 91-5, "Meeting Rooms - Library," adopted by the Board of County Commissioners on July 9, 1991, is hereby repealed and superseded and a new policy adopted in its place, to wit:

The Leon County Public Library is pleased to provide use of meeting rooms for the general public. This service brings the resources of the Library and the interests and activities of the community together.

All programs are open to the public. Meeting rooms are not to be used for personal or private financial profit, advertising or solicitation of business. No admission fee may be charged; however, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director.

Granting permission for use of meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

Assignment of meeting rooms will be given first to community groups, organizations and agencies.

Any group reserving a meeting room must have an adult (18yrs or older), parent or legal guardian in the room at all times that the room is occupied.

The Meeting Room Policy and Procedures will be interpreted and enforced by the Library Director.

MEETING ROOM PROCEDURES AND APPLICATION PROCESS

1. All groups requesting to use Library meeting rooms must complete and sign the "Application for Use of Meeting Rooms" form. The person signing the application assumes full responsibility and assures that no damage or loss will occur to the meeting space, furnishings or equipment.

2. Use of the rooms will be assigned on a first come, first served basis.

3. Use of the rooms for events of community-wide interest may be held on a recurring basis.

4. If a scheduled meeting/program is canceled, the Library should be immediately contacted, so that the room(s) can be made available to other groups. If a room is reserved and the group who reserved the room is over one hour late in arriving, then the room can be given to another group if one is waiting.

5. Minimum capacity for reserving rooms:
   The Donald Henderson Room - 3 or more persons
   Program Room A or B - 10 or more persons

6. Microphones are available for use only when both rooms are booked by the same patron as it causes a disturbance to patrons in the other room.

7. The Library's Media Section has audio-visual equipment that may be reserved, in adherence with Media rules, for scheduled programs and meetings.

8. All groups holding meetings are responsible for setting up furniture and equipment as needed, and for cleaning up the premises after the meeting's conclusion. Failure to clean up premises may result in denial of group's future use of Library meeting rooms.

9. The piano is for Library sponsored functions only unless approved in advance by the Library Director.

Space/Seating Capacity:

Classroom Style:

Program Room A/B	150
Program Room A	80
Program Room B	70

Auditorium Style:

Program Room A/B	270

Program Room A	140
Program Room B	130

Fire Code Occupancy:

Program Room A/B	352
Program Room A	192
Program Room B	160

8. Programs/meetings must be held during regular library hours with adjournment being 15 minutes prior to the Library's scheduled closing time.

Hours of Operation:		Meeting Ending Time
Monday - Thursday:	10:00 a.m. - 9:00 PM	8:45 PM
Friday:	10:00 a.m. - 6:00 PM	5:45 PM
Saturday:	10:00 a.m. - 5:00 PM	4:45 PM
Sunday:	1:00 p.m. - 6:00 PM	5:45 PM

Adopted: June 19, 2001
Board of County Commissioners, Leon County

LeROY COLLINS
LEON COUNTY PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS

PROGRAM DATE:_____ PROGRAM TIME: FROM _____TO _____

ROOM PREFERENCE (when available):
D. Henderson Room (2nd floor) _____ Program Room A _____ Program Room B _____

NUMBER OF PERSONS EXPECTED TO ATTEND:_____

GROUP/ORGANIZATION:_____
Any Group reserving a meeting room must have an adult (18yrs or older), parent or legal guardian in the room at all times that the room is occupied.

PURPOSE:_____
CONTACT PERSON:_____PHONE: Day:_____
ADDRESS:_____

ARE YOU CHARGING A FEE: YES _____ NO _____

AMOUNT: $_____FOR WHAT PURPOSE:_____

L **IF AUDIO-VISUAL EQUIPMENT IS NEEDED: Please make arrangements through the Library Technology/Media Section.**

L **REQUIREMENTS FOR USING THE MEETING ROOMS:** Your meeting or program must be open to the public, be free of charge and is not to be used for personal or private financial profit, advertising or solicitation of business. Assignment of meeting rooms will be given first to community groups, organizations and agencies. If a room is reserved and the group who reserved the room is over one hour late in arriving, then the room can be given to another group if one is waiting.

Minimum Capacity for reserving rooms:
The Donald Henderson Room - 3 or more persons
Program Room A or B - 10 or more persons

ANY REPRESENTATIONS REGARDING SPONSORSHIP BY LEON COUNTY ARE PROHIBITED UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY THE LIBRARY DIRECTOR.

SIGNATURE_____ DATE_____
Return to: Library Administration Services or Information Desk
LeRoy Collins Leon County Public Library, Level One
200 West Park Avenue
Tallahassee, Florida 32301

Staff Initials_____

PARKING IS NOT FREE
LIBRARY DOES NOT SET-UP ROOMS

LeROY COLLINS
LEON COUNTY PUBLIC LIBRARY

APPLICATION FOR USE OF MEETING ROOMS FOR BRANCH LOCATIONS

PROGRAM DATE:_____ PROGRAM TIME: FROM _____TO _____

NUMBER OF PERSONS EXPECTED TO ATTEND:_____

GROUP/ORGANIZATION:_____
Any Group reserving a meeting room must have an adult (18yrs or older), parent or legal guardian in the room at all times that the room is occupied.

PURPOSE:_____
CONTACT PERSON:_____PHONE: Day:_____
ADDRESS:_____

ARE YOU CHARGING A FEE: YES _____ NO _____

AMOUNT: $_____FOR WHAT PURPOSE:_____

L **IF AUDIO-VISUAL EQUIPMENT IS NEEDED: Please make arrangements through the Library Technology/Media Section.**

L **REQUIREMENTS FOR USING THE MEETING ROOMS:** Your meeting or program must be open to the public, be free of charge and is not to be used for personal or private financial profit, advertising or solicitation of business. Assignment of meeting rooms will be given first to community groups, organizations and agencies. If a room is reserved and the group who reserved the room is over one hour late in arriving, then the room can be given to another group if one is waiting.

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SIGNATURE_____ DATE_____

Please return to the Service Desk or call the Branch Location where you are requesting a room:
Northeast 921-1776 / Lake Jackson 488-2665
Dr. B.L. Perry, Jr. 487-1815 / Parkway 487-1926

LIBRARY DOES NOT SET-UP ROOMS