

MEETING ROOM POLICY

Piedmont Regional Library System

for the Winder and Auburn Libraries

Library Board approved October 26, 1998; last revised July 2025

1. The library meeting room is available for library-sponsored programs and events, Friends of the Library programs and events, and library staff programs and events.
2. The public is welcome to book the room for educational programs, civic meetings, cultural events, exhibits, and other such purposes. Library-sponsored events will have priority in scheduling.
3. All programs and events must be free and open to the public and cannot be closed to any person on the basis of age, gender, race, religion, national origin, disabling condition or any other legally protected category.
4. All groups must abide by the Library Code of Conduct. Please be respectful of all library patrons when in the library. Loud talking or other loud sources of noise are not allowed to extend beyond the meeting room. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the reserved room.
5. The room is not booked for events that are social and personal in nature, such as wedding or baby showers, family reunions, or any other such event that is intended to be private and not open to the public.
6. The meeting room cannot be scheduled on a regular and continuing basis which would designate the library as the regular meeting place for any organization.
7. A completed [Meeting Room Application](#) shall be submitted at least 48 hours in advance of the meeting for approval.
8. A non-refundable maintenance fee of \$75.00 is charged to offset the expenses of cleaning and maintaining the room. The fee will be \$25.00 for non-profit groups using the meeting room. This fee is charged per meeting, per day and must be paid prior to the scheduled event. *Exception: Meetings booked by governmental agencies that regularly allocate funding for the public library.*
9. All meetings must convene during the library's hours of operation. All meetings must end and the room vacated at least fifteen minutes before the library's normal closing time.
10. Groups are responsible for setting up any tables, chairs, and other furnishings and must return the room clean and orderly with such furnishings returned to their original places.
11. Unless the Library is a co-sponsor, publicity for events must contain this statement: *The Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of this program or event.*
12. The capacity of the meeting room is 150. The number of persons cannot exceed the maximum number allowed by the fire marshal.
13. Only light refreshments such as coffee, tea, sandwiches and cookies may be served.
14. The person and organization making the reservation will be held responsible for any damage to library property by those attending the meeting.
15. When the room is to be used by organizations with members under 18 years of age, no one will be admitted into the room until the adult in charge has arrived.
16. Smoking, vaping, and use of all tobacco products are prohibited in all areas of the library, both indoors and outdoors on the library grounds.
17. The Library Board and staff do not assume any liability on or for groups or individuals attending a meeting in the library and assumes no responsibility or liability for private property brought into the building or onto the library property.
18. If an organization or individual does not comply with the Meeting Room Policy, Library staff reserves the right to cancel any existing reservation and/or deny use in the future.