

Policy on the Use of Buncombe County Public Libraries Meeting Rooms

Effective Date: 24 June 2022

PURPOSE:

To ensure that Buncombe County residents, organizations and card holders have access to the Library's meeting rooms in an efficient and equitable manner.

POLICY:

Buncombe County Public Libraries makes Library meeting rooms available to groups, organizations and businesses as part of the Library's mission to support the educational, cultural and civic activities of the community. These regulations are not intended to control the content of programs or events held in the meeting rooms, but to set basic terms and conditions for the use of the facilities. The facilities are available on an equitable basis, regardless of the beliefs, or affiliations of individuals or groups requesting their use, as stated in Article VI of the American Library Association's Library Bill of Rights.

Library sponsored uses of meeting rooms will have priority in scheduling, and the terms of this policy do not apply to Library sponsored events.

The following general guidelines apply to all meeting rooms:

- *Meeting rooms may be reserved for use on days that the library is open to the public.
- *Reservations are made on a first-come, first-serve basis. Reservations will be taken up to 60 days in advance. Groups may have up to three active reservations at a time. A group may reserve one block of time per calendar day.
- *Library activities/programs or Library co-sponsored programs are given first priority in the use of meeting rooms. The Library reserves the right to cancel the reservation if the space is needed for Buncombe County or Library sponsored events.
- *Groups booking a room will be responsible for set-up and clean-up, including the removal of all garbage from the meeting room, which should be deposited in a trash can or dumpster outside the building or removed from the property.
- *In the event that Buncombe County Public Libraries are closed unexpectedly due to inclement weather or other emergencies, a meeting room reservation is automatically cancelled.
- *Meeting rooms are booked to organizations and community groups only, not individuals. Meeting rooms will not be booked for private events. All events must be free and open to the public.
- *Equipment requests must be specified at the time the meeting room is booked; libraries have limited equipment on hand. The Library does not promise technical support to groups using meeting rooms.
- *Cancellations are the responsibility of the user and must be made at least 48 hours in advance of the event date. Groups that do not cancel at least 48 hours in advance of the event time may be denied use of BCPL spaces for 90 days. Repeated cancellations, or failure to notify the Library of cancellations, may result in suspension of BCPL meeting room privileges.

*Organizations may change room arrangement, but all chairs and tables must be returned to their original location. Meeting rooms must be left in the condition in which they are found. Failure to comply may result in suspension of BCPL meeting room privileges.

*No admission charge may be levied, and no one shall be prevented from attending any event held in meeting rooms. No merchandise may be sold in the meeting rooms and donations may not be solicited. No money may change hands in meetings rooms. Gambling is prohibited in meeting rooms.

*Library staff will not provide administrative support nor publicity for persons attending or hosting events in meeting rooms.

*Persons attending programs and meetings are subject to all provisions of the Library's Rules of Conduct.

*Refreshments may be served including food and non-alcoholic beverages.

*Groups must vacate meeting rooms at their assigned times. Failure to do so may result in suspension of BCPL meeting room privileges.

*Use of the meeting rooms does not constitute an endorsement of the program or organization by the Library or Buncombe County.

*Meeting room fees are as follows:

Branch meeting rooms:

Non-profit groups: no fee/up to 3 hours

For-profit groups: \$50/up to 3 hours

Pack Memorial Library meeting rooms:

Lord Auditorium:

Non-profit groups: no fee/up to 2 hours

For-profit groups: \$75/up to 2 hours

Activity Room:

Non-profit groups: no fee/up to 2 hours

For-profit groups: \$50/up to 2 hours



BUNCOMBE COUNTY PUBLIC LIBRARIES RULES OF CONDUCT

PURPOSE

The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

POLICY

The Library is responsible for establishing rules of conduct. All Library users are expected to conduct themselves in a manner that shows respect for others visiting or working at the Library. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the Library and arrest or prosecution.

Violations could also result in the restriction and/or suspension of Library privileges.

The following are examples of behaviors that are not allowed in Library buildings or on Library grounds:

1. Failing to comply with or ignoring a reasonable directive of a Library staff member or security officer.
2. Engaging in any conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes, but is not limited to: abusive or threatening language or gestures or unreasonably loud or boisterous physical behavior, talking or noise.
3. Sleeping or giving the appearance of sleeping, lying on any surface, or putting feet on furniture or walls.
4. Smoking or using tobacco in Library buildings or on Library grounds (including the use of electronic smoking devices, chewing tobacco, rolling cigarettes or other tobacco use).
5. Consuming, possessing or being under the obvious influence of any intoxicating substance while on Library property.
6. Eating and/or drinking except at the discretion of the Library manager or designee. Drinking water is allowed and must be in a container with secured lid.
7. Use of cell phones or other electronic devices at a volume that is disturbing to others.
8. Bringing pets or other non-assisting animals onto Library property.
9. Interfering with the free movement or safe passage of others.
10. Obstructing aisles or monopolizing space with personal items
11. Bringing wheeled devices onto Library property or grounds, except in designated areas. Bicycles, motorized or non-motorized scooters, and shopping carts are examples of wheeled devices that are not allowed within Library buildings. Motorized ADA assistive devices, wheelchairs, walkers, and strollers used to transport persons are allowed.
12. Failing to maintain control of personal items or leaving items unattended, except in areas designated by Library staff in certain locations.
12. Use of Library computers or personal devices to access or display graphic materials and/or illegal content.
13. Failing to wear reasonable attire, including shirt and shoes.
14. Prolonged staring at or following any Library patron or staff member.
15. Making uninvited physical contact with any Library patron or staff member.
16. Panhandling, selling, campaigning, and/or soliciting for any purpose on Library grounds.
17. Theft and/or attempted theft.
18. Vandalism and/or destruction of Library property.
19. Entering staff-only or restricted areas.
20. Entering and/or remaining in the children's areas of branch libraries inconsistent with the following: Adults are permitted in children's areas of branch libraries or in the Youth Services Department at the Pack Library only when accompanied by a child or while the adult is actively in pursuit of materials from the children's areas of branch libraries or their Youth Services Department.
21. Using Library restrooms or water fountains for bathing, shaving or washing clothing.
22. Loitering in public restrooms.
23. Trespassing on Library property.
24. Posting notices or flyers on any surface not designated for the purpose.
25. Bringing weapons of any kind onto Library grounds or into Library buildings.
26. Entering the Library with hygiene conditions which constitute a nuisance to others, including, but not limited to: clothing odor, body odor, insects or pests, or unsanitary belongings.
27. Leaving children ages ten and under alone in the Library.
28. Leaving children five and under without direct supervision by a responsible caregiver, as defined in the Library's unattended children policy.
29. Leaving any child or adult accompanied by a caregiver ignored or under-attended while:
 - a. the behavior of the individual is disruptive or inappropriate (or)
 - b. the individual appears to be a danger to themselves or others (or)
 - c. the individual appears to be threatened by others (or)
 - d. the individual appears to be ill or upset (or)
 - e. the individual has not been met by a caregiver at closing.

These rules are not all inclusive of every behavior that will be regulated on Library property. The Buncombe County Public Libraries reserve the right to prohibit any behavior or actions which may be inappropriate or disruptive to Library business.