

New Hanover County Public Library Meeting Policy

Introduction and Purpose

New Hanover County owns and operates many public meeting room facilities. Some of the meeting rooms are intended for County business only and other facilities can be used by the public for uses unrelated to New Hanover County business. This policy is designed to provide clarity and uniformity for New Hanover County meeting rooms and expectations for public use unrelated to New Hanover County business. Any meetings that are sponsored by New Hanover County or are opportunities for New Hanover County staff to provide communications and outreach about facilities and services provided are exempt from this policy.

Eligibility of Use

- a. Meetings that are free and open to the public
- b. Community groups with cultural, educational or civic emphasis under non-profit sponsorship; Governmental Agencies, municipal, state, and federal; for-profit organizations for purposes that align with the County's mission.
- c. New Hanover County resident or a valid library card that has borrowing privileges

General Conditions of Use NOT ALLOWED

- Fundraising (except Friends of the Library, Library Foundation, Cape Fear Museum Associates, Airlie Foundation, Friends of the Arboretum, and/or Parks Conservancy Board) is not allowed in County meeting rooms.
- Private meetings and gatherings, worship services, political campaigns and rallies are not allowed.
- Interview or audition style meetings are not allowed.
- Animals, insects and other living organisms with the exception of service animals are not allowed.
- All Performing Arts (including theatrical props such as toy swords, guns, knives, etc.), physical activity/exercise classes, clinical activities (vaccinations, blood draws, health screenings, massage, alternative medical treatments) are not allowed.
- The applicant may not claim endorsement by New Hanover County or imply that New Hanover County is sponsoring the event. All advertisement for activities held in a library meeting room must clearly identify the sponsor by name and phone number and may use the name New Hanover County Public Library only to identify the meeting location.
- The applicant must confine display of signage, registration, distribution of literature and meeting activities to the reserved meeting space and should not be affixed to library property (no tape, tacks, nails, staples, etc.).
- The use of hazardous materials, including materials that give off fumes or are highly flammable, is prohibited. Open flames are prohibited in library meeting rooms and on library property.

Reservations:

- Reservations must be made from the library's web page www.nhclibrary.org or by calling (910) 798-6311.
- Reservations will be taken on a first-come-first-served basis.
- Reservations must be made within 24-hours of the meeting start time.
- Reservations cannot be made more than 45 days in advance.
- Groups/Persons may only have one reservation on the books.
- Rooms must be reserved by individuals over the age of 18. If the room is to be used by individuals under the age of 18, the group must be supervised by an adult who remains in the room during its use by the group.
- Reservation time must include 30 minutes prior and after for set up and clean up by the group.
- The applicant must be present in the meeting space for the entire period of use.
- All requests for meeting rooms are subject to approval by the library administrative staff and to review by the Library Advisory Board.

Fees:

Room and/or equipment fees will be applied to the applicant's Library Card account, which must be in good standing. All bookings and fees are non-refundable.

Administrative Fees:

- A non-refundable Administrative Fee of \$5 must be paid by all groups at the time of booking for each reservation.

Room Reservation Fees:

- Businesses, for-profit groups/individuals will be charged a non-refundable fee based on the room(s) requested.
- Non-profit or not-for-profit groups will not be charged room rental rates.
- Computer Labs: Room Fees apply to all group types. Must be paid at time of booking.

Equipment Rental Fees:

- Rental fees will be charged for the use of some audiovisual equipment. These can be reserved online.

- All equipment must be returned to Library staff promptly at the end of the meeting. Do not leave the equipment in the room after your meeting has ended.
- Electronic and audio visual equipment is self-serve. Library staff are not allowed to set up personal or rental equipment (i.e. laptop, projectors, etc.) for your group.
- Equipment rental fees apply to all group types.

Additional Fees:

- Additional fees will be charged for any damage to, or cleaning of, the facilities and/or equipment.
- **Failure to leave rooms clean and in the proper set-up will result in a custodial fee and possible loss of future use.**

Meeting Room & Equipment Rates

Rates: 4 hrs. or less	Rates: Over 4 hrs.	Room Name(s)
\$15	\$30	Wilmington, Federal Point, Pleasure Island Room
\$25	\$50	Masonboro, Harnett, Cape Fear, Watkins, Sandpiper Room
\$50	\$100	Oak, Pine, Azalea, Pelican, Osprey
\$75	\$150	New Hanover
\$100	\$200	Long Leaf, Computer Labs
\$150	\$300	D. Paynter Room, Oleander
\$25 per day		Laptop
\$25 per day		Projector
** \$5.00		**Admin Fee for each room booking – applies to ALL group types

Please review our Meeting Room Brochure and/or Online Registration Software for additional information on meeting rooms and equipment types available by location.

Room Set Up

- Library staff members will not assist in the set-up or arrangement of rooms. If a group reconfigures the chairs and tables, the furniture must be moved back to the original setup prior to the end of their booking time. No furniture may be moved into or out of meeting rooms. (See Room Configuration Chart in room and/or see Library Staff.)

Refreshments

- Light refreshments may be served in all meeting rooms, except for the Computer Labs.
- Food cannot be eaten and/or served in the lobby or library areas. It must remain in the reserved room.
- No alcoholic beverages are permitted.
- If you are using caterers, please make arrangements for food delivery at a time when a member of your meeting will be able to meet and direct them regarding the set-up of items.
- All Food/refreshments must be properly disposed of after your meeting.

Guests

- The minimum and maximum number of attendees must be adhered to by room.
- Guests and their behavior are the responsibility of the lessee.
- The individual or organization reserving the room will be responsible for any damage to library property.
- Use of the meeting rooms must not interfere with the use of the library by others. Please be mindful of other groups and/or library patrons during breaks and when exiting your meeting room.
- Persons attending meetings are subject to all library policies and regulations.
- Attendees are not allowed to leave children unsupervised.
- Smoking of tobacco products and/or electronic cigarettes is prohibited in all New Hanover County facilities and within 50 feet of a public entrance to County Facilities.

Cancellations/Changes

- If your scheduled meeting times and/or dates change/cancel, please call the Library Meeting Room Staff at (910) 798-6311 as soon as possible.
- The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule canceled meetings will be made.

Exceptions

The County Manager or his designee may make exceptions to any of these conditions.
Reference: Meeting Room Policy Memorandum No. 18-002

By signing this agreement, I agree to the meeting room policy above:

Signature: _____ Print Name: _____ Date: _____
Phone: _____ Email: _____ Group Name: _____