

## MEETING ROOM POLICY

The Fayetteville-Lincoln County Public Library offers two meeting spaces for public use: the **Workroom** and the **Genealogy Room**. These spaces are available for meetings, educational programs, and other events. Please review the following guidelines for use of these spaces:

### Meeting Spaces Overview:

- **Workroom:** The Workroom is equipped with a projector and can accommodate up to 30 people. Tables and chairs are provided. This room is ideal for larger meetings or presentations.
- **Genealogy Room:** The Genealogy Room features a conference table with seating for 8-10 people on average. Additional seating may be arranged with prior notice. Currently, this room does not have access to technical equipment and is better suited for smaller gatherings. *No food or drink is allowed in the Genealogy Room.*

### Reservation Process:

To reserve a meeting space at the Fayetteville-Lincoln County Public Library, please contact the library at (931) 433-3286. A library staff member will take your message, or you may email [circulation@flepl.org](mailto:circulation@flepl.org). A member of our team will check the library's calendar and return your call or email if your request can be accommodated. While there is no minimum set limit on how far in advance you can request a meeting space, as much notice as possible is preferred. *No meetings may be booked more than two months in advance at this time.*

### Availability:

Please note that both meeting spaces are actively used by library staff, programs, and patrons daily. Therefore, requests for meeting space may not be fulfilled if there is a scheduling conflict. Meeting spaces may not be booked more than two months in advance. You may submit a preference for which room you would like to reserve, but if your preferred room is unavailable, library staff will offer the alternative room.

### General Rules:

- All meetings and events must be **free and open to the public**. No fees may be charged for attendance or services.
- Individuals must be 18 years of age or older to reserve a meeting space.
- Rooms will be held for (15) minutes after the reservation start time, and then will be released for use by other individuals.
- No room may be booked for longer than (4) hours.
- Meetings must end and rooms be empty (15) minutes prior to closing.
- Meeting room users are responsible for setting up the space as needed and cleaning up afterward. Please leave the room in the condition in which you found it.
- Bag and remove all trash.
- Light refreshments may be allowed in the Workroom but must be approved at the time of booking. **No food or drink is allowed in the Genealogy Room.** No alcoholic beverages are allowed.
- Use of the library's logo in announcements or flyers must be pre-approved by the Library Director.
- Rooms are only available for reservation during regular operating hours.
- No tape, adhesive, or other similar materials may be used on walls, windows, or furniture.
- View into the rooms may not be obstructed at any time.
- No open flames under any circumstances.

- In unforeseen circumstances in which the Library has to cancel a meeting, FLCPL will attempt to give as much notice as possible. This may be the result of weather, illness, building maintenance, or etc.
- Violation of the Library's Code of Conduct may cause the room to be forfeited
- Individuals or organizations found to have misrepresented themselves of their use of the library space may be barred from further use.

**Damage and Liability:**

The library reserves the right to charge the responsible party for the full cost of any damages or repairs resulting from misuse or vandalism of the meeting rooms during their reservation. Those reserving meeting spaces will be required to sign a form acknowledging their responsibilities, including agreeing to cover any damages or necessary repairs that occur during their reservation. A digital version of this form may also be provided upon request.

**Cancellations:**

If you need to cancel or modify your reservation, please notify the library as soon as possible. (7) day notice is preferred. This allows us to accommodate other patrons who may need the space.

**Disclaimer:**

Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

By reserving a meeting room at the Fayetteville-Lincoln County Public Library, you agree to abide by these policies. We look forward to hosting your event and supporting your community needs!