



Meeting Room Policy

The Orangeburg Library welcomes public use of the meeting room. The Meeting Room Policy establishes guidelines and procedures for use of the room. Usage of the Library's Meeting Room by any individual or organization signifies acceptance of the terms of this policy. Issues not covered by this policy will be decided by the Library Director.

General Guidelines

- Orangeburg Library events will take precedence in the scheduling of the Meeting Room. The Library strives to share the meeting room with local community groups for informational, educational, recreational, intellectual, charitable, civic and cultural meetings. Organizations/adults 16 and older may book the space in advance, subject to the library's calendar, must provide a phone number for the primary contact person, and are expected to sign in at the front desk. Organizations must also fill out an application form prior to their meeting.
- The conference room may be used for personal study and/or tutoring during specific hours when schedule/space allows.
- Library events and organizations may use the Meeting Room during regular library hours. The meeting room must be vacated 15 minutes before closing.
- The Library cannot be identified as a sponsor. Neither the name, address or phone number of the Library can be used in any promotional advertising or as the official headquarters of the organization.
- Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting room nor the beliefs or views of the groups sponsoring the events.
- If a meeting must be canceled, the library should be notified at least 24 hours in advance of the date. Failure to notify may result in cancellation of future reservations for that organization.
- The Library reserves the right to impose limitations on the frequency of use of the Meeting Room by an organization.
- The room user(s) hold the Library harmless from any claim for any injury, loss or damage caused by any act whatsoever.
- All organizations are expected to clean the premises before leaving and return the area to the state in which it was found.
- Furniture cannot be moved without permission from the Library Director.
- The Meeting Room has a maximum occupancy of 15 people.
- All individuals and groups using the room shall adhere to the Library's Patron Behavior Policy.

-Approved by the Board of Trustees 6/2018