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## **Transylvania County Library Connestee Falls Conference Room Use Policy**

The Transylvania County Library makes the Connestee Falls Conference Room available to community 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 meetings held in the Connestee Room, but to set basic terms and conditions for the use of the facility. Programs and activities conducted by or for the Transylvania County Library and Transylvania County Government have priority for use of all Library facilities and are not subject to the provisions of this policy.

The Connestee Room is located on the Library's second floor, which is a designated Quiet Zone, therefore noise within the room must be kept to an appropriate level. Activities held within the room must be confined to the conference room at all times. The Connestee Room may not be used for any activities likely to disturb Library functions or for any unlawful purposes. The maximum attendance for any meeting held within the Connestee Conference Room is 19, however only 12-15 individuals can comfortably occupy the space. The Connestee Room is available Monday- Friday during library hours; it is not available on Saturdays or Sundays. Limited food and beverage may be allowed in the Connestee Room but must be approved in advance by Library staff. Library staff may request that users dispose of their trash at the end of their meetings.

For-profit businesses may use the room for training and similar in-house functions only. Selling, soliciting, prospecting for customers, taking orders or other strictly commercial purposes are not allowed. Use of the Connestee Room for purely social events or for fundraising events is prohibited. This includes but is not limited to wedding ceremonies and receptions, baby showers, class reunions, and birthday parties. The Library Director and/or the Transylvania County Board of Commissioners reserve the right to approve or deny use of the facilities for any purpose or activity.

No organization may reserve the Connestee Room for the same date and time on a continual basis. Use of the room is free of charge. Reservations can be made in advance by calling or e-mailing the library venue coordinator (ext. 252). When the room has not been previously reserved, use is on a first-come-first-served basis.

Groups using the Connestee Room are required to set up for their events and to leave furniture and equipment as instructed by Library staff. Groups must leave the Connestee Room, restrooms, furniture, and equipment clean and in good condition. Groups may not tape, pin or otherwise attach signs, banners or any other materials to any wall or other surface. If the Library staff determines that special clean-up and/or damage repair is required after a group's use, the group will be charged for janitorial services and other incurred costs. The cleaning and special services charges apply to all organizations, for-profit and non-profit alike. Each group using the Connestee Room assumes full responsibility for any loss or damage to the room or its contents. Any loss or damage must be promptly reported to Library Administration.

Persons attending meetings in the Library are subject to all Library, City of Brevard, and Transylvania County regulations. Consumption of alcoholic beverages and the use of tobacco products are strictly prohibited on Library premises.

The Library may supply some meeting equipment (laptops, projector, easels, swipe boards, etc.) if these items are requested, however, availability of equipment cannot be guaranteed. The Connestee Room features two large white boards which must be used appropriately by all parties (only dry erase markers, NO tape).

The Library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises. Use of the Connestee Room does not imply endorsement, support, or co-sponsorship by the Transylvania County Library or Transylvania County Government of the activities that take place therein or of the beliefs or policies of the group using the facility. Groups using the Conference Room may not imply such support or endorsement in any advertising or publicity. The following statement must be included in all advertising and publicity: "This event is neither sponsored nor endorsed by the Transylvania County Library or Government."

Groups and individuals failing to comply with any part of this policy, or other established procedures of the Transylvania County Library or Transylvania County, may be denied further use of the facilities.

**Adopted by the Transylvania County Library Board of Trustees  
July 19, 2012**