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## **Transylvania County Library Rogow Family Community Meeting Room Use Policy**

The Transylvania County Library makes the Rogow Family Community Meeting 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 programs or events held in the Rogow Room, but to set basic terms and conditions for the use of the facility, including the adjacent terrace. 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 Rogow Room may not be used for any activities likely to disturb regular Library functions or for any unlawful purposes. 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. Non-profit organizations may charge registration fees or collect donations for cost-recovery only if such actions are approved in advance by the Library Director. Proof of 501(c)3 status may be required. Use of the Rogow Room by individuals, businesses and organizations 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 Rogow Room for the same date and time on a continual basis. The Room may be reserved up to six months in advance, but no less than two weeks in advance. Each event must be reserved with a separate application. No event may last longer than three consecutive days. An informal request will hold the room for three days if it is not already committed. A completed and signed application, along with all applicable deposits and fees must be submitted to the Library Administration within three days or the reservation will be cancelled. If the event is to occur outside regular Library hours, event planners must make arrangements with the Library's venue coordinator for access to the building and for closing.

A rental fee and a refundable security deposit will be required at the time a reservation is made for use of the Rogow Room. See the separate fee schedule. If the event is cancelled by the event planners less than 14 calendar days before the date of the event, the deposit will be returned but the rental fee will not be refunded. If the cancellation is made more than 14 calendar days before the event date, both the rental fee and the deposit will be refunded.

Groups using the Rogow Room are required to set up for their events and to leave furniture and equipment as instructed by Library staff. Groups must leave the Rogow Room, the foyer, kitchen, 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. The security deposit will be applied to meet costs, and additional charges will be assessed if necessary.

Each group using the Rogow Room assumes full responsibility for any loss or damage to the room or its contents. The authorized representative of the group submitting the application shall attend the meeting and be personally responsible for the group's adherence to this policy. Any loss or damage must be promptly reported to Library Administration.

Attendance must be limited to the number set by local fire code regulations posted in the Rogow Room.

Meetings may not disrupt the use of the Library by others. Persons attending a meeting 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.

A Library representative may be present at any time during any event.

The Rogow Room's projection/audiovisual system is available for use by those renting the room. However, event planners should supply their own laptop computers and other specialized equipment unless prior arrangement has been made with the Library. The Library may supply some limited meeting equipment (easels, swipe boards, etc.) if these items are requested when the application is submitted; however, availability of equipment cannot be guaranteed. The Library cannot provide office and other consumable supplies.

Users of the Rogow Room must make an appointment to meet with Library staff at least three days prior to their events in order to discuss furniture and equipment set up. Users will be instructed in the use of any equipment they have requested. The Library staff is not available to assist any meeting room users with room set-up, clean-up, projection services, equipment trouble-shooting, clerical work, message delivery and

other similar duties. The Library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises.

Use of the Rogow 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 Community 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.

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I have read and understand the policies stated above. I will ensure compliance by the group on whose behalf I have reserved a meeting space.

<hr/> Date	<hr/> Name
	<hr/> Organization

Adopted by the Board of Trustees of the Transylvania County Library  
April 4, 2006

Approved by the Transylvania County Board of Commissioners  
May 8, 2006

Approved as revised by the Board of Trustees of the Transylvania County Library  
March 20, 2007

Approved as revised by the Transylvania County Board of Commissioners  
March 26, 2007

Approved as revised by the Board of Trustees of the Transylvania County Library  
July 16, 2009

Approved as revised by the Transylvania County Board of Commissioners  
October 12, 2009