

## Wayne County Public Library Small Meeting Room Policy

The following policy shall provide guidelines for use of the small meeting room spaces, covering the three study rooms at the Goldsboro Library as well as the two study rooms and conference room at Steele Memorial Library.

- It is recommended to make reservations at least one week in advance, however walk-in requests are honored depending on room availability.
- Rooms may be reserved each time for **up to 2 hours**. Time may be extended by staff depending on availability.
- Rooms are available on a first-come, first-served basis, with the exception of County of Wayne sponsored meetings, which shall have priority in scheduling. The County of Wayne may preempt the reservation of another organization upon one week's notice.
- Reservations will *not* be taken more than one month in advance.
- **Rooms may be reassigned if left unattended for more than 15 minutes. Patrons should not leave their personal items unattended in the rooms.**
- Users will check-in and check-out through the Reference Desk.
- Meetings may *not* disrupt the use of the library by others. Patrons using the meeting rooms are subject to all library rules and expectations of behavior. The library reserves the right to deny use of the meeting rooms for programs or meetings that would be disruptive to the normal operation of the library.
- Meeting rooms may *not* be used for any commercial purposes. **Fees, dues, or donations may *not* be charged or solicited from any person attending meetings in the meeting rooms.**
- Patrons should leave the rooms in a clean and orderly condition. Groups may not attach signs, banners, or any other materials to the walls or anywhere in the room. Anyone using the room accepts liability for any damages to the facility
- In the event the policy is not clear about a particular issue, library staff will make a decision about the use of the small meeting rooms, basing their decision on the best use of the library resources and the best service to all involved.